



SIS 10 User Guide



**THE ASSEMBLY
PROFESSIONALS**



SIS10 User Guide

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SIS10 User Guide

1. Set up a SIS 8.x or 9.x Customer

Your SIS software must be Version 8.3.6 or Version 9.x for the data conversion tool to work. The new version of the software will automatically ask if you want to convert the data upon installation.

You must complete all Open Repair Orders in the old version of the SIS Software before doing the data conversion.

Purge the Repair Orders by clicking on the button in the Invoicing Menu in the older versions of SIS.

Back up the Data Files for the old version of SIS to a folder called SIS backup. You are now ready to install SIS 10.

The old laminated sheets from SIS 9 WILL NOT WORK WITH SIS 10. The techs must enter a QTY on the scanner. DO NOT USE THE LAMINATED SHEETS from SIS Version 9.x or lower.

2. Software & Hardware Installation

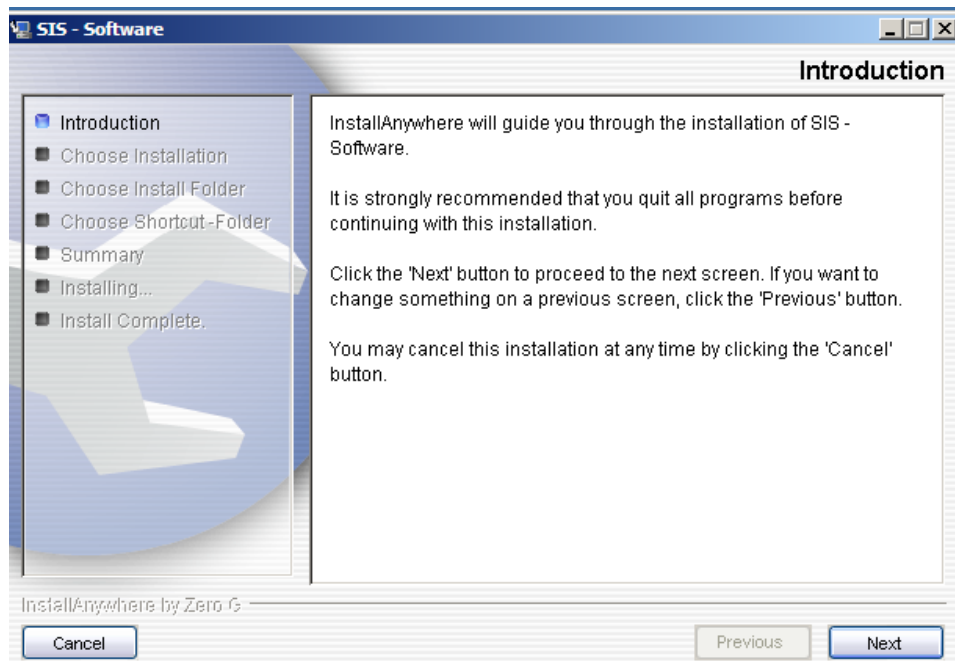
To hook up the Phaser:

- a. Insert the cable underneath the cradle.
- b. Plug in the power underneath the cradle and plug the other end into the wall

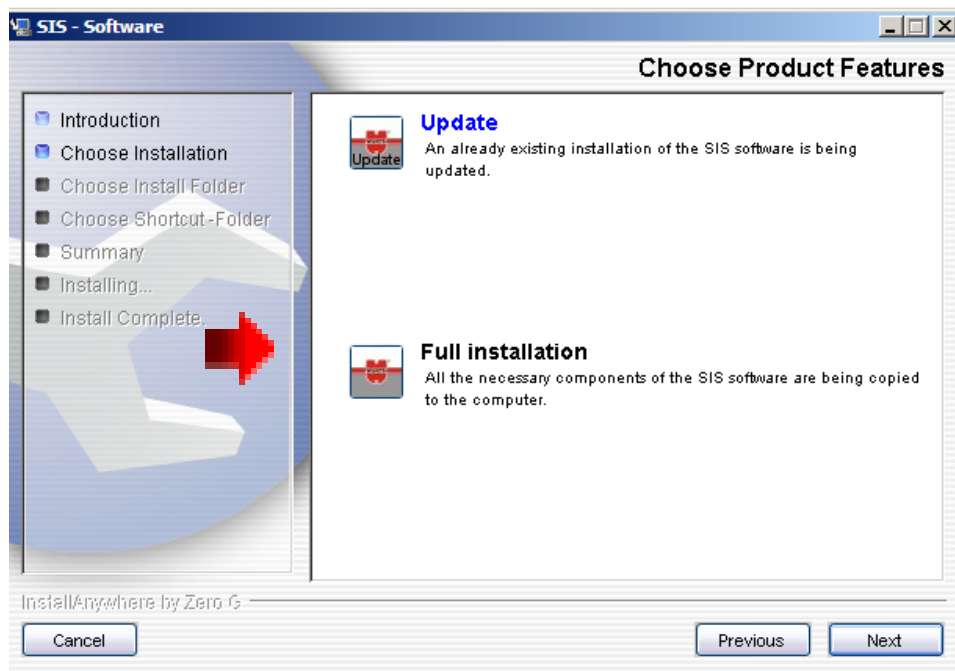


3. Install SIS 10

Insert CD into CD Drive. The software will automatically start to load.

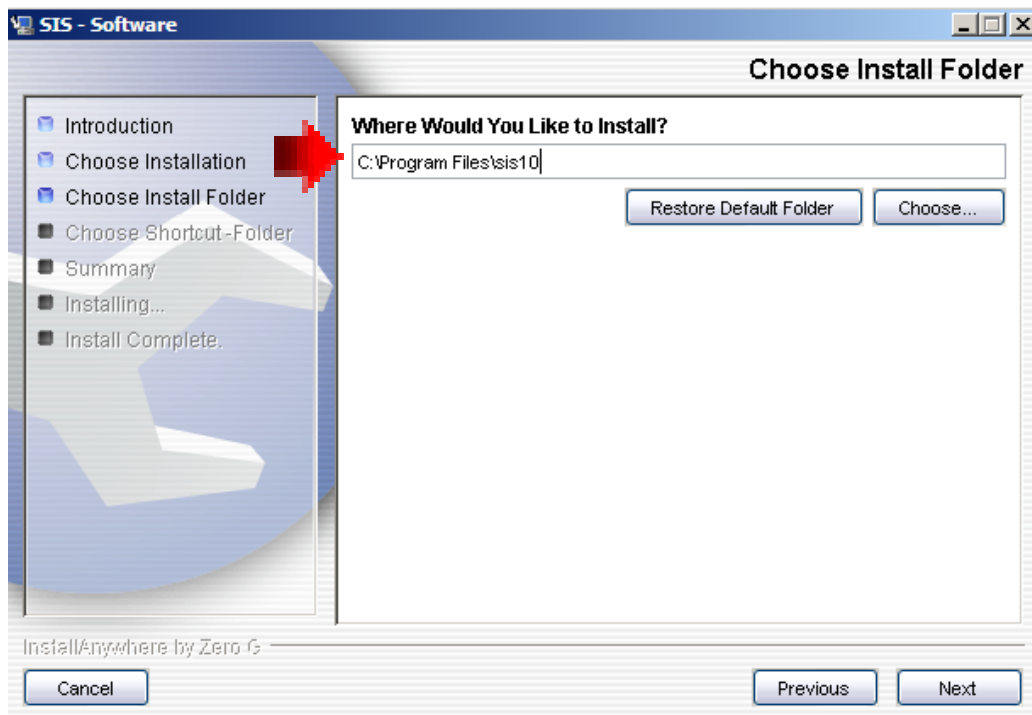


The first screen will be the introduction to the installation. Click NEXT



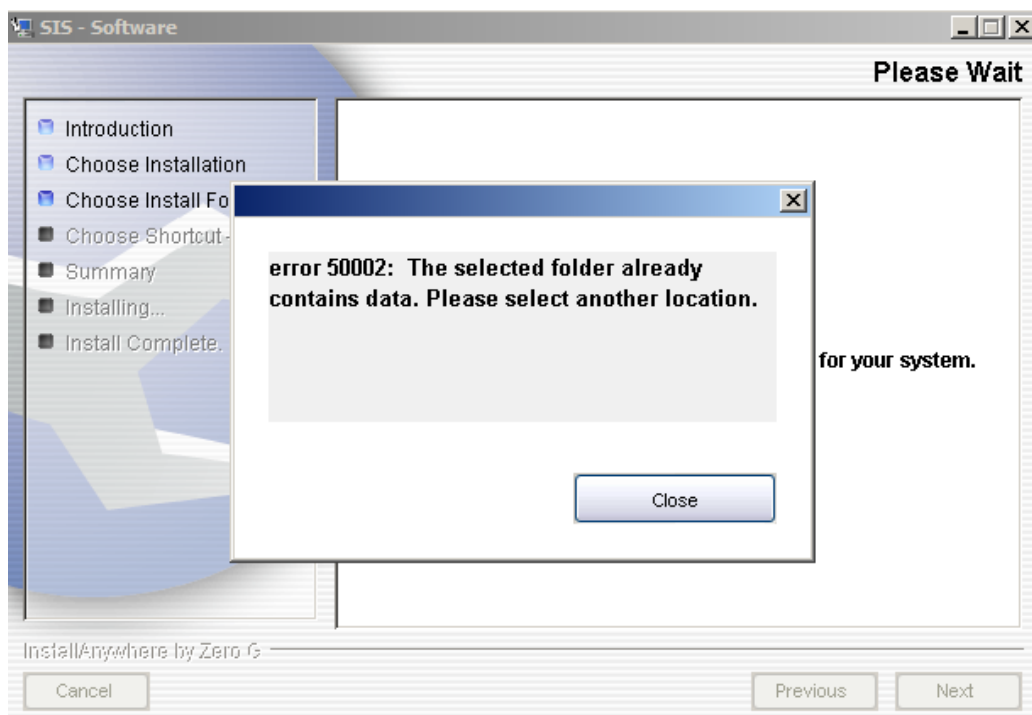
Click on the FULL INSTALLATION button. Click NEXT

This next step will ask you where you want to install the SIS 10 Software. If you have a previous version of SIS already on your computer, you may want to change the destination to SIS10.

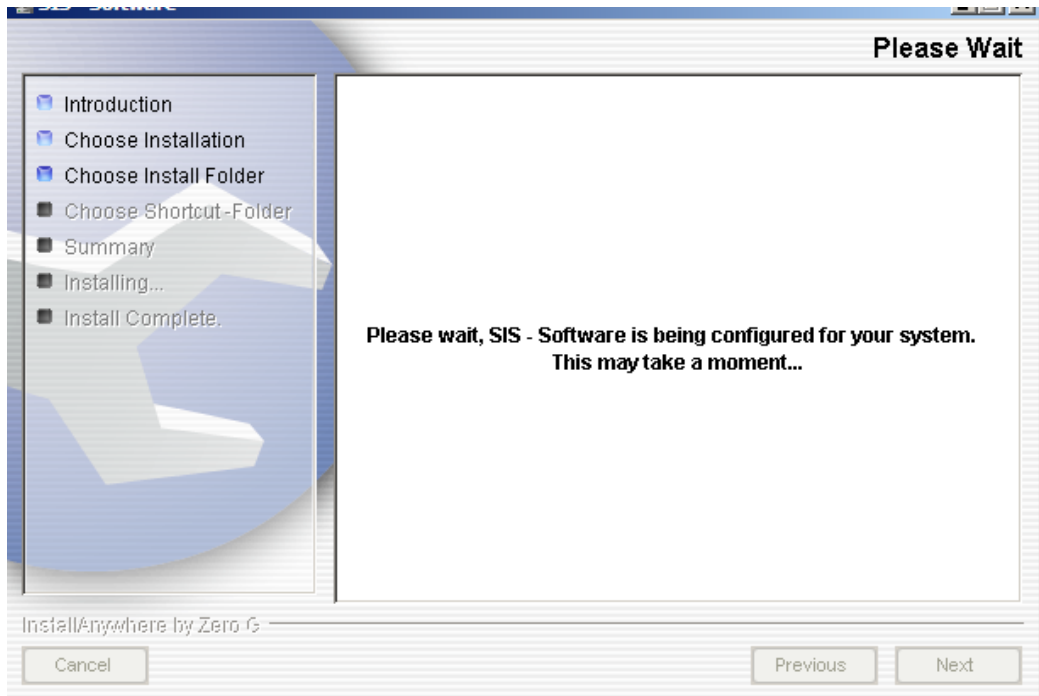


If you already have data in the selected destination, the software will show a warning and close.

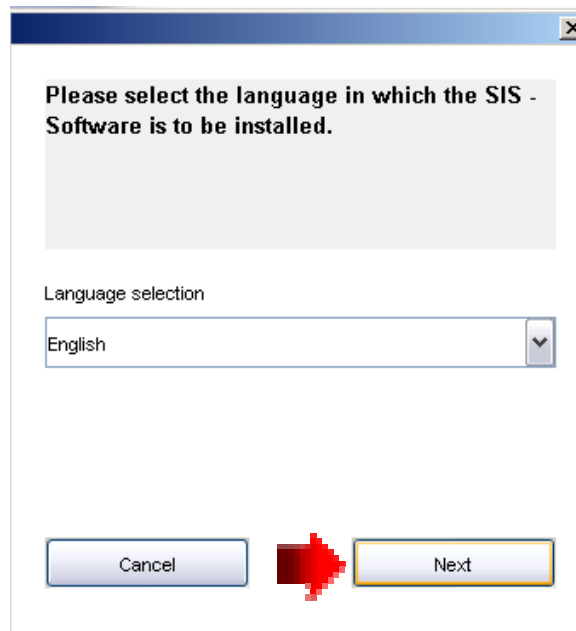
You will have to begin the installation process over.



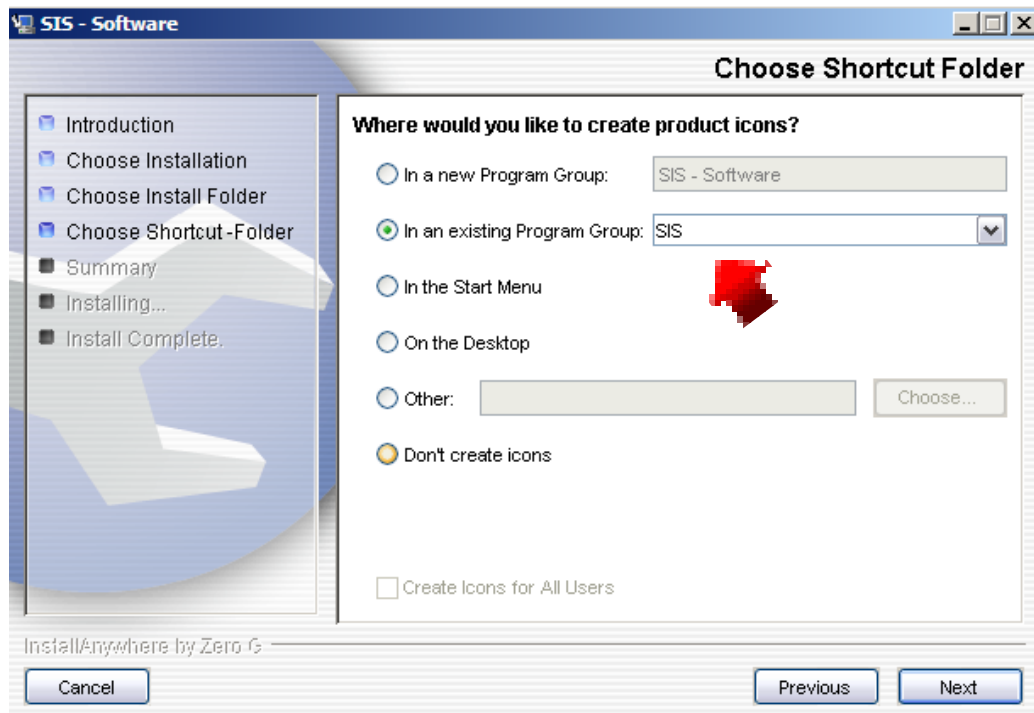
If you are successful in your installation, this next screen will appear.



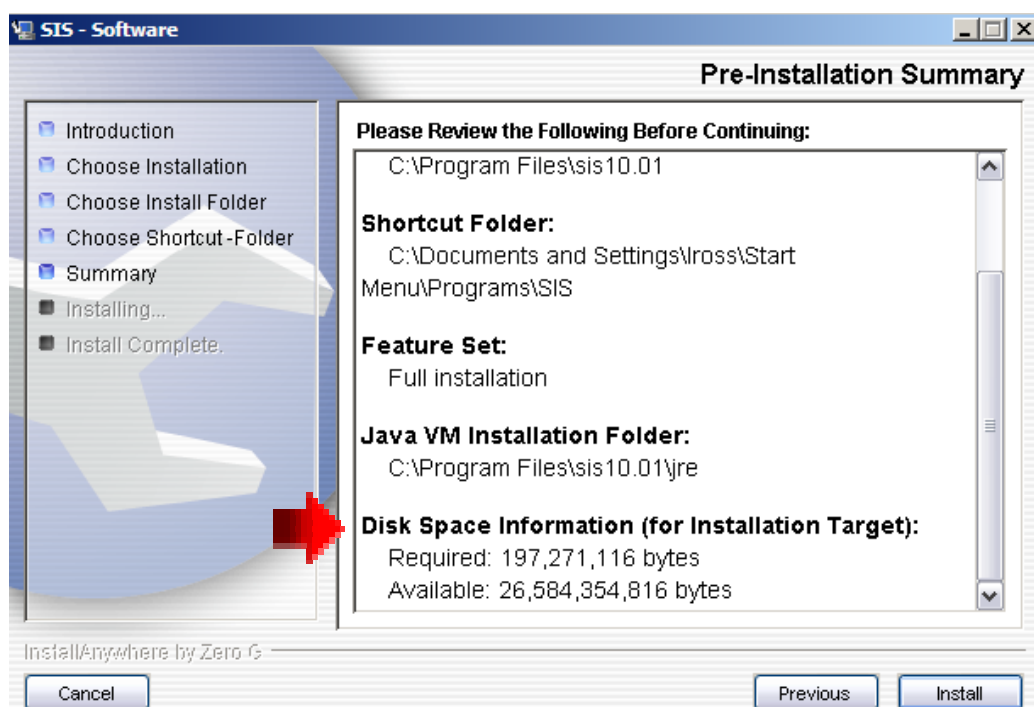
You will next be asked to choose a language. Click NEXT



Choose the location of the SIS Program and files. It is usually best to locate them in a program group called SIS. This will place an icon on your desktop for easy access.



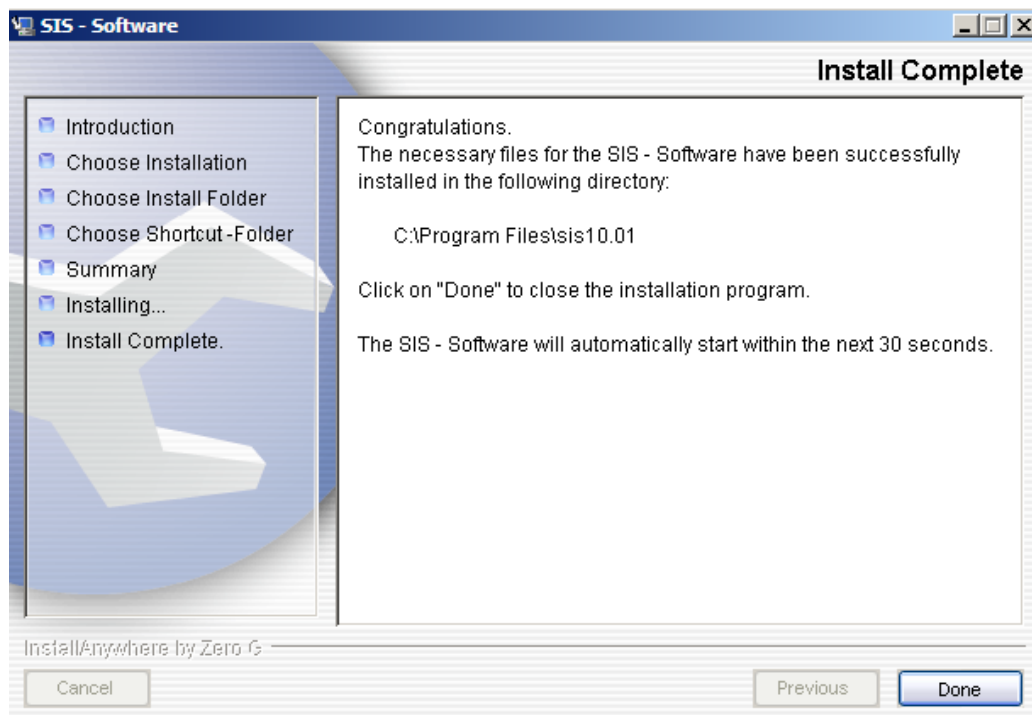
The next screen will give you information about the installation and how much disk space is required...



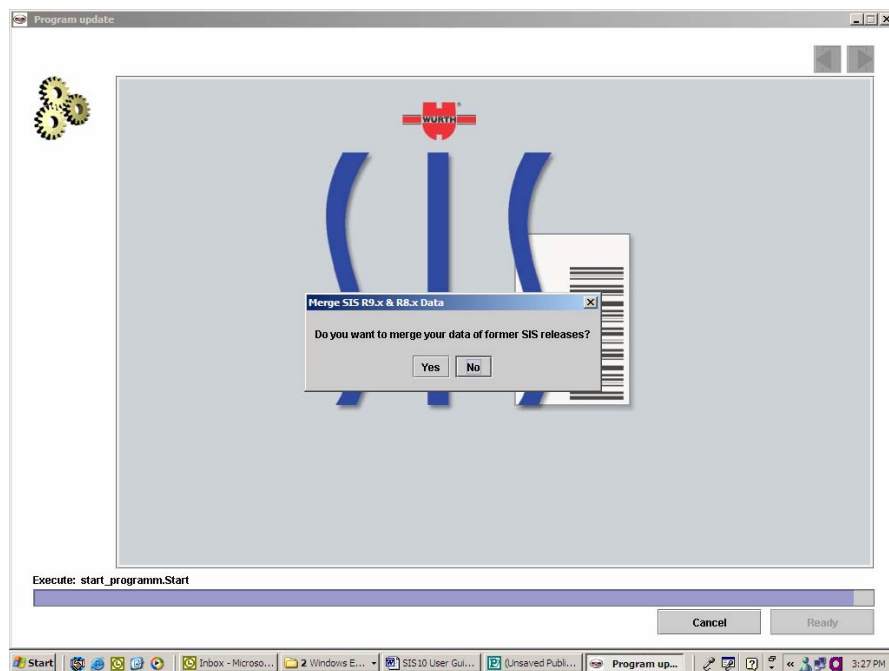
To complete the installation, click on INSTALL

The software will begin the installation and the installation screen will be displayed.

When the installation is complete, click DONE



The software will load and ask you if you want to merge data from a previous version of SIS.



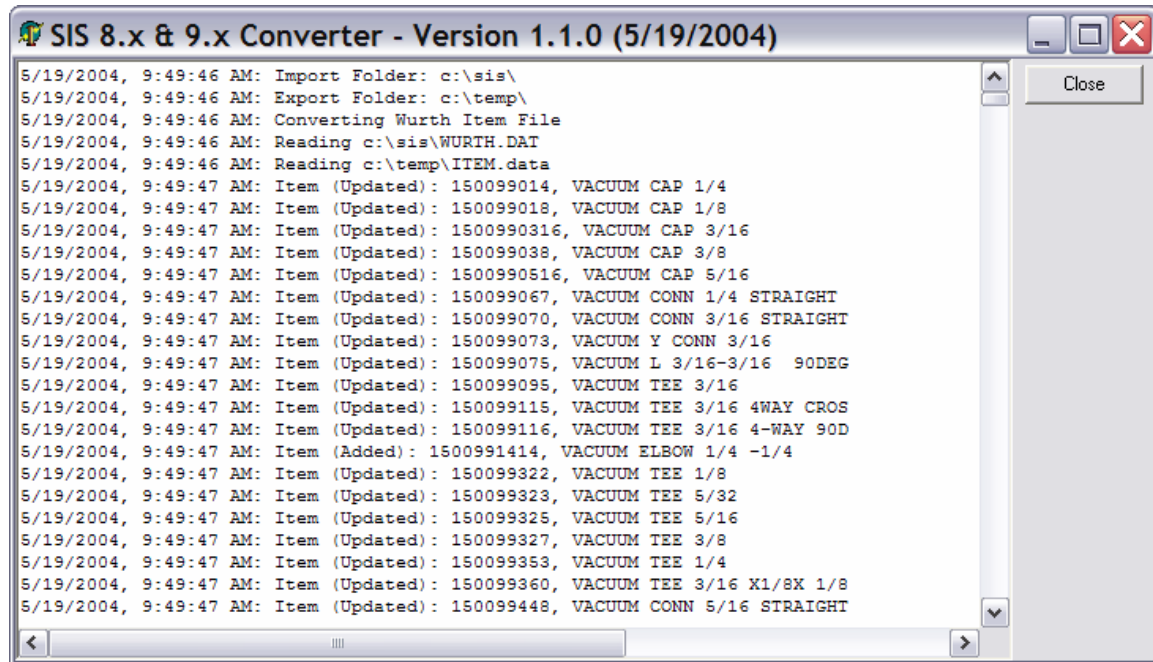
If you choose not to merge the data, click NO and READY.

If you choose to merge your data, make sure you have completed all Repair Orders in the old system and you have purged your Data. If you want to begin the data conversion for earlier versions of SIS to SIS 10, click YES.

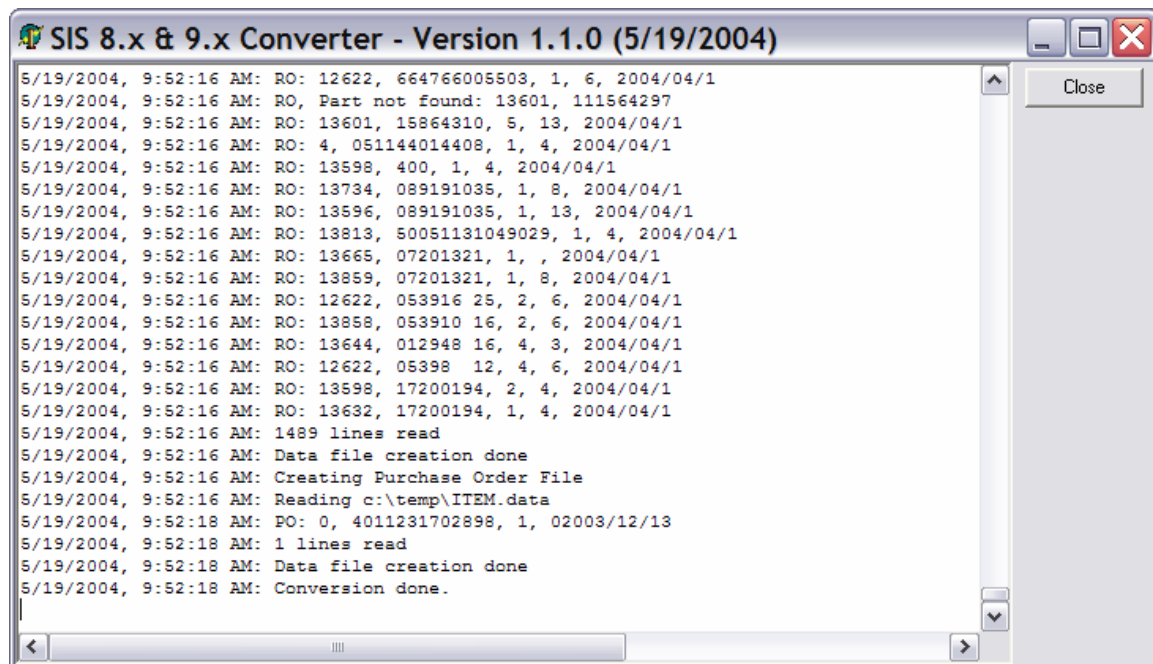
4. Data Conversion

The data converter will appear and begin the process.

Start:



End:



5. Set up Customer Information

The Customer Information screen will automatically come up after installation of SIS 10. Please fill out the information exactly as it is on the customer profile and invoices. This must match SAP information exactly.

Client Information

Client Information

SIS

Name:

Address 1:

Address 2:

City, State, ZIP:

Country:

Phone:

Fax:

eMail:

Business License:

Standard Tax: %

Standard Markup: %

OK

All fields except fax and email must be completed.

In this box, you can set up the first mark up for the products. This will be the first default mark up. (The option to mark up by insurance company and by specific products is also available in other areas of the program)

To find this information again, click on File and on Program and Settings then on Client Information. You can make corrections or changes in these fields and change the mark up or sales tax.

6. Customer Registration

SIS10 comes with a free 30 day trial period. At the end of 30 days, the customer must register the software.

Apply for Registration in SIS

In SIS, go to menu File\Registration and hit the button “Register”

The screenshot shows the 'Registration Status' window in the SIS application. It has three tabs: 'Registration Status', 'Registration Form', and 'Select License'. The 'Registration Status' tab is active. It displays a table with the following data:

	Registration Date	Expiration Date
Activated Registration		
Requested Activation		
SIS Software	02.04.2004	

Below the table, there is an 'Activation Code' field with five input boxes separated by dashes. Below that is a 'Client Number' field. To the right of the 'Client Number' field is a button labeled 'Activate Registration'. At the bottom left are 'Close' and 'Register' buttons. On the right side of the window, there is a logo with the letters 'sis' and a barcode, and two buttons labeled 'Print' and 'Delete'.

Enter the customer's data, including the Client number (Wurth customer number). Click NEXT

The screenshot shows the 'Registration Form' window in the SIS application. It has three tabs: 'Registration Status', 'Registration Form', and 'Select License'. The 'Registration Form' tab is active. It contains the following fields:

- *Client Number: JPTTEST
- *Company: JP
- *Address: 10100 85th Ave N
- *City, State, ZIP: Maple Grove - 55326
- Country: USA
- *Contact: Jan Pöhland
- *Phone: 763 493 0811
- Fax: 763 493 0800
- eMail: Jan.Poehland@wuerth-phoenix.com
- Registration Code: SIS-341-016-541-167746-5233118
- *Username: sis
- *Password: sis

At the bottom left are 'Back' and 'Next' buttons. On the right side of the window, there is a logo with the letters 'sis' and a barcode.

Select a profile and a product and hit the button “Add”

Registration Status **Registration Form** **Select License**

*Profile Description: **Select Profile**

*Products: **Select Time**

Add **Remove**

Line It..	Product Num...	Description
1.	1999747	SIS Software - Open License

* - REQUIRED FIELDS

Back **Print**

You will get the following registration form which needs to be sent to Wurth USA
Fax to 888-258-0158 and the Help Desk will fax you back an activation code

SIS 10

File **Master Data** **ROS** **Print Preview**

Welcome To

Search **Get Price** **New** **Edit** **Print Invoices** **Data Upload** **Create POs**

SIS Registration

May 14, 2004

To activate your WURTH SIS 10 Registration, please fax this registration page to 888-258-0158 or call 1-800-892-3268 extension 2746 or 2759

For:
Leslie Ross
1486 E Cedar Street
Ontario, - 91761

Client Information:

Company: Leslie Ross
Address: 1486 E Cedar Street
City, State, ZIP: Ontario, - 91761
Contact: Leslie Ross
Phone: 909-923-2442
Fax: 888-258-0158
eMail: Leslie.ross@wurthusa.com
Client Number: LESLIE1
Registration Code: SIS-399-995-071-180789-0378834
Username: leslie
Password: leslie

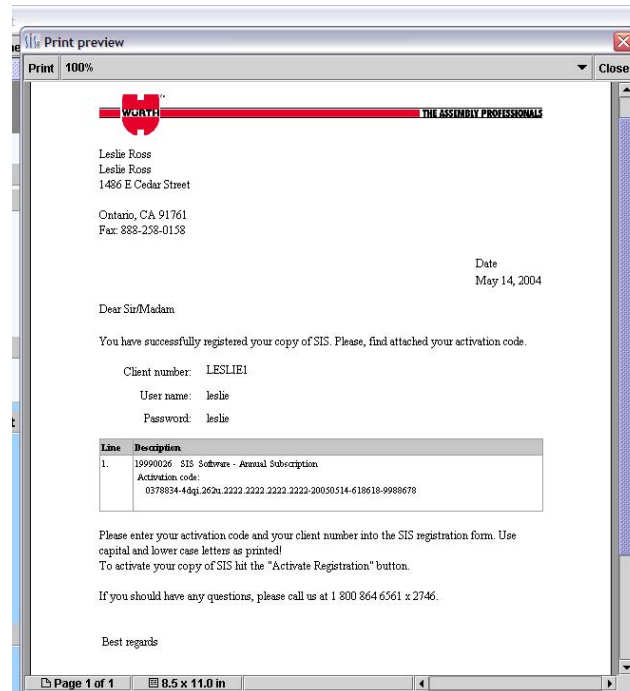
Line Item	Art. Nr.	Description	Quantity	Price
1.	19990020	SIS Software - Annual Subscription	1	\$495

Leslie Ross

Page 1 of 1 8.5 x 11.0 in

Start SIS10 User... SIS 10 2 SAP Lo... 2 Microso... 2 Interne... 9:48 AM

The SIS Help Desk will fax back an activation confirmation and code



7. SIS Activation

Enter the activation code and the client number (Wurth customer number) into the registration form

The image shows the 'SIS Registration Form' window. It has three tabs: 'Registration Status', 'Registration Form' (selected), and 'Select License'. The 'Registration Form' tab contains a table with columns 'Registration Date' and 'Expiration Date'. The table has two rows: 'Activated Registration' and 'Requested Activation'. The 'Requested Activation' row shows 'SIS Software' with a 'Registration Date' of '02.04.2004'. Below the table, there are fields for 'Activation Code' and 'Client Number'. The 'Activation Code' field is divided into five segments: '5233918', '4dq1262u2222222222222222', '20050407', '370370', and '0781050'. The 'Client Number' field contains 'JPTEST'. A red arrow points to the 'Activation Code' field, and another red arrow points to the 'Activate Registration' button. The window also has 'Print' and 'Delete' buttons on the right and 'Close' and 'Register' buttons at the bottom.

	Registration Date	Expiration Date
Activated Registration		
Requested Activation		
SIS Software	02.04.2004	

Activation Code

5233918 - 4dq1262u2222222222222222 - 20050407 - 370370 - 0781050

Client Number

JPTEST

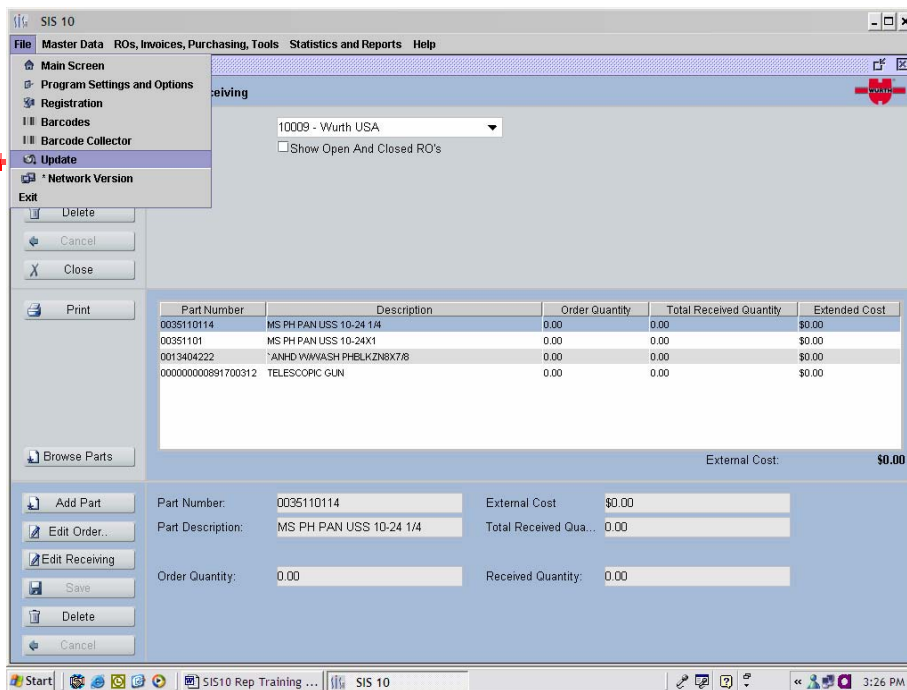
Activate Registration

Close Register

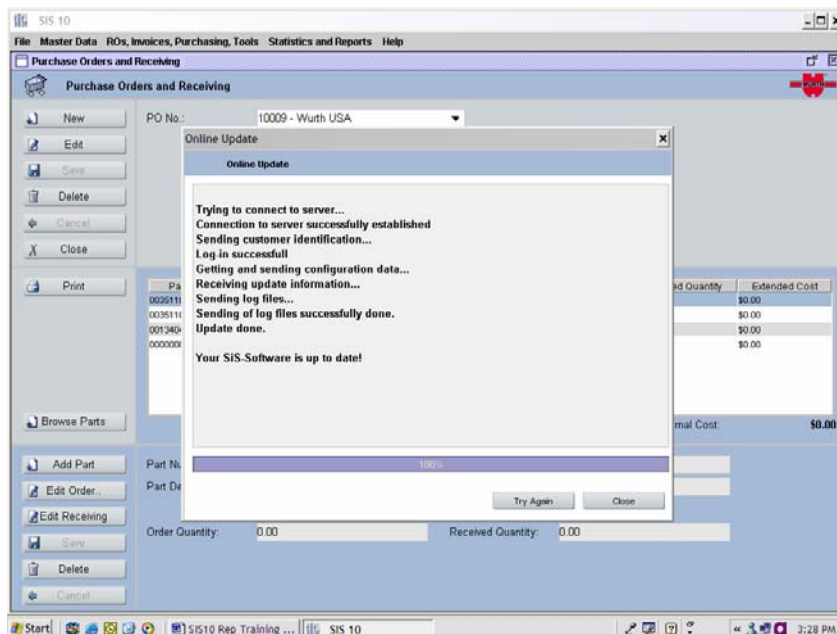
Click on "Activate Registration"

8. Update SIS 10 Software

From time to time, there will be updates made to the software to enhance performance to resolve bugs in the system. To update the program by the internet, click on FILE and click on UPDATE.

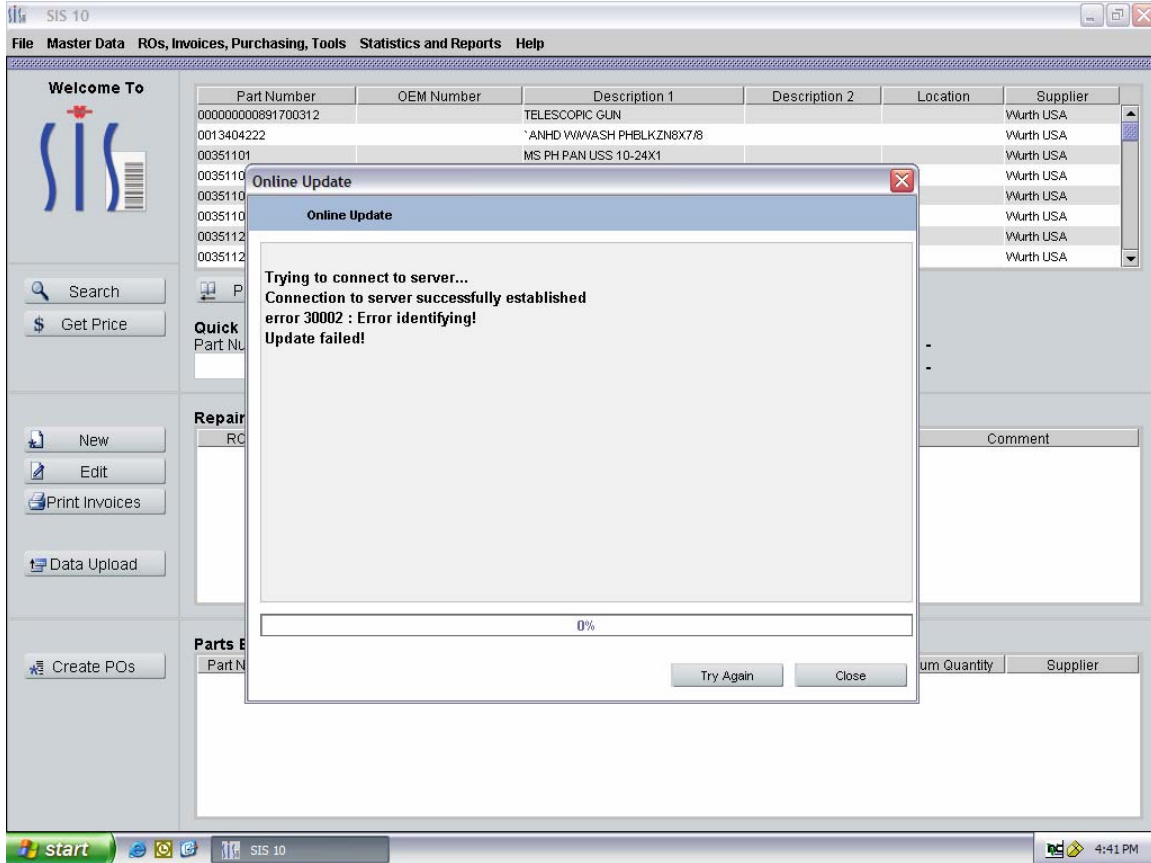


A screen will appear that says “ONLINE UPDATE”. Click on the START button. The customer must be registered to download updates.



A message from the server will appear in the message box. This message will show that the update is successful.

If the software is not registered or if the activation code is entered in wrong, the message will show that the update failed as shown below. If this message appears, register your software or if you have, re-enter your activation code. Pay close attention to all the numbers and letters in the activation code.



9. Manual Update

To update the program on a computer that does not have internet access, obtain the latest release on CD from your WURTH Sales Professional or call 1-800-864-6561. Place the CD in your CD Drive. The CD will begin the automatic installation.

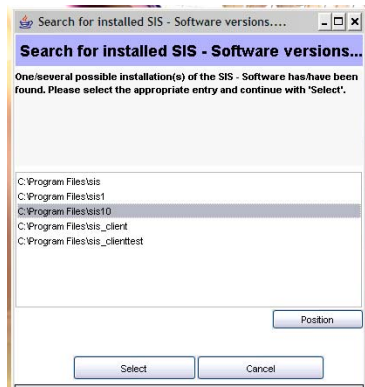
The first screen to appear is the Introduction screen. Click on the NEXT button.

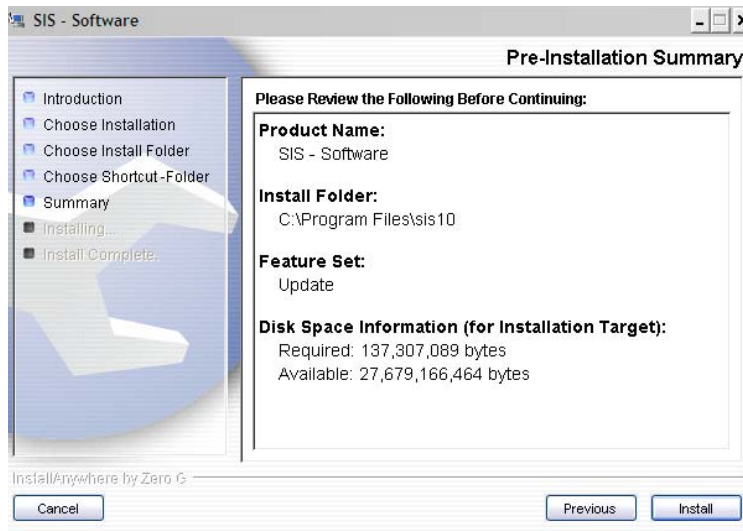


The next screen to appear will ask if you want to do a FULL INSTALLATION or UPDATE.



Click on UPDATE and click on NEXT. The system will search for existing versions of SIS on your computer. Choose the version you wish to update and click on SELECT, This update only applied to SIS10 and will not effect older versions of SIS..





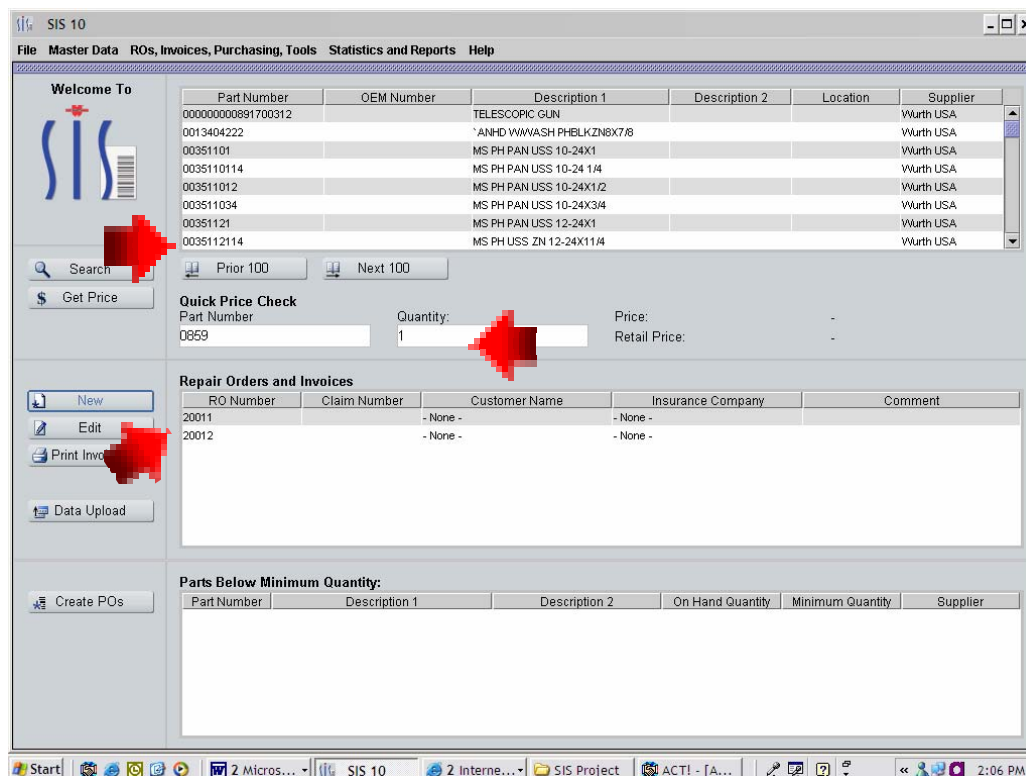
The next screen shows the information on the update and how much disk space is required.

Click on **INSTALL**. When the update is complete, a dialog box will ask you to restart your software. Click on **YES**.

10. Main Screen and Tool Bars

The Main Screen has three sections. The first section is Quick Check. This allows the customer to check prices on their products. This section shows the List and the cost.

To Search for a Price, Either click on a number from above or enter a product number and hit search. You can scroll through the database by clicking on Prior 100 or Next 100.



If you do not know the part number, you can click on the description column and it will sort this alphabetically

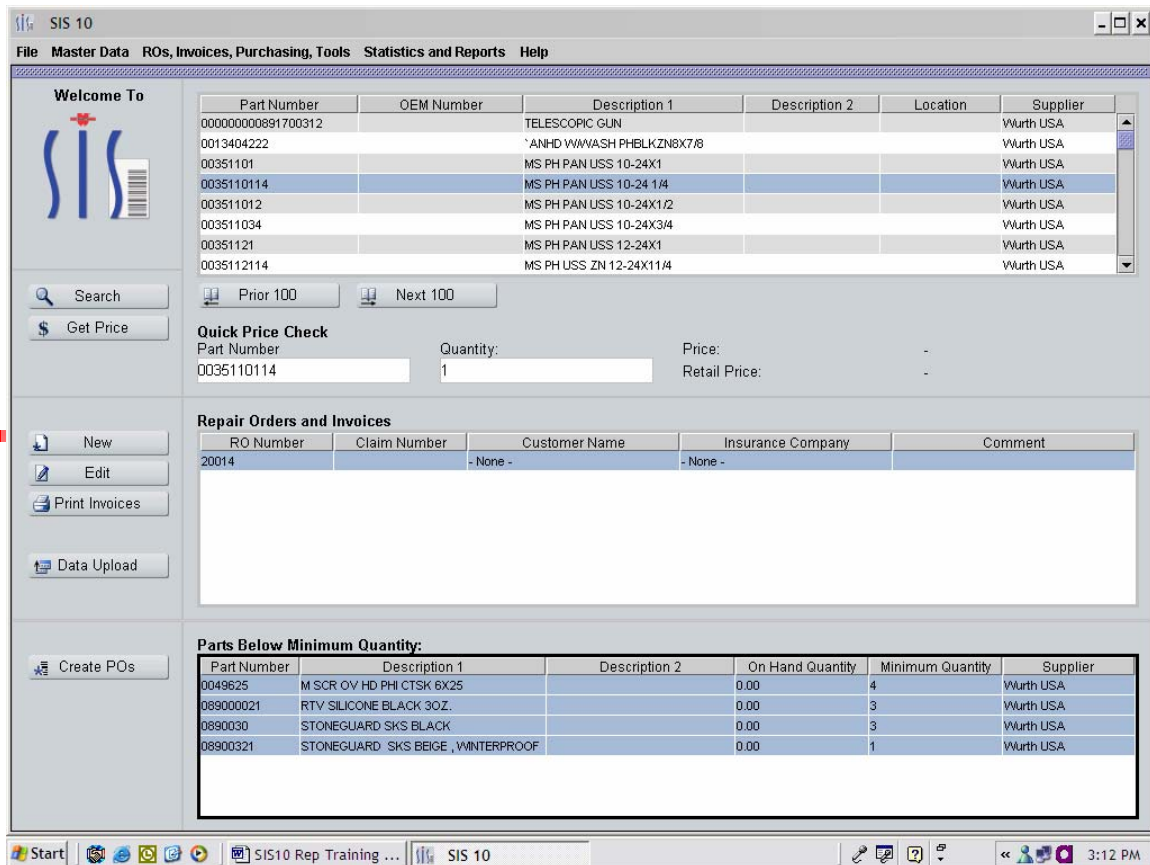
The screenshot shows the SIS 10 software interface. The main window has a menu bar with 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. On the left, there is a 'Welcome To' section with the SIS logo and a sidebar with buttons: 'Search', 'Get Price', 'New', 'Edit', 'Print Invoices', 'Data Upload', and 'Create POs'. The main area is divided into three sections:

- Parts List:** A table with columns: Part Number, OEM Number, Description 1, Description 2, Location, and Supplier. The list includes parts like 'ZINC WELD PRIMER 400ML', 'ZINC PAN HD SHT MTL SCREW 1200 ...', 'ZINC METRIC FLAT WASHER ASST', 'zinc bright u label', 'zinc bright', 'ZEBRAR HHS BIMETAL SAW BLADES ...', and 'ZEBRAR CLAY'. A red arrow points to the 'Description 1' column header.
- Quick Price Check:** A section with input fields for 'Part Number' and 'Quantity', and output fields for 'Price' and 'Retail Price'.
- Repair Orders and Invoices:** A table with columns: RO Number, Claim Number, Customer Name, Insurance Company, and Comment. It shows two rows of data for RO numbers 20011 and 20012.
- Parts Below Minimum Quantity:** A table with columns: Part Number, Description 1, Description 2, On Hand Quantity, Minimum Quantity, and Supplier. This section is currently empty.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '2:07 PM'.

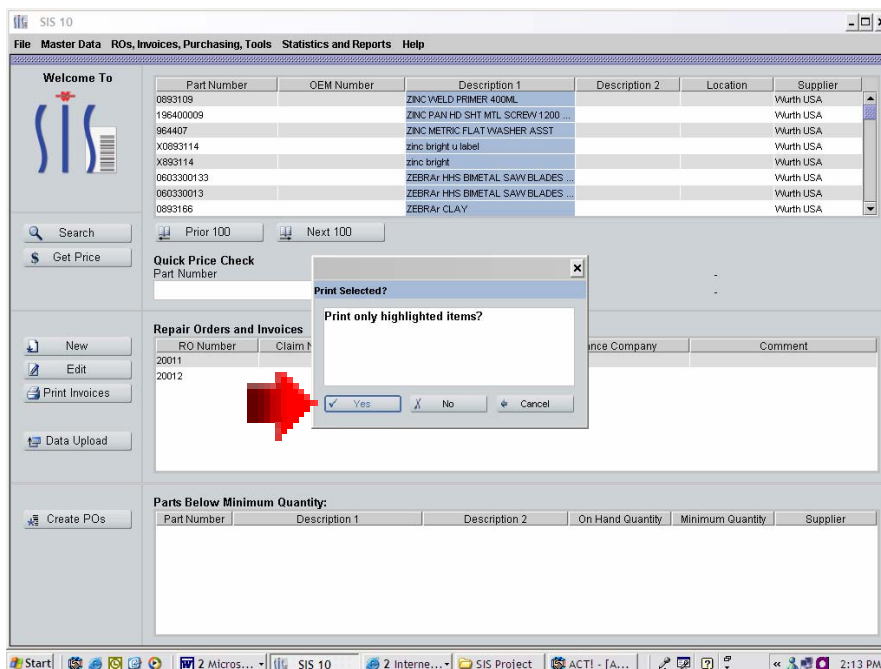
The second section is Open Repair Orders. You will see a list of Open Repair Orders that are waiting to be invoiced. You can create new Repair Orders, Edit existing Repair Orders or Print Invoices.

To Create a New Repair Order from the main screen, click on New. If you would like to edit a repair order, select a repair order from the grid by clicking on the number and clicking on EDIT. To print invoices for one or several RO's, you can select an RO by clicking on the number in the grid and holding down the Control Key on your keyboard, you can click on other RO numbers.



The screenshot shows the SIS 10 software interface. On the left, there is a sidebar with buttons: Search, Get Price, New, Edit, Print Invoices (highlighted with a red arrow), Data Upload, and Create POs. The main area contains a table of parts with columns: Part Number, OEM Number, Description 1, Description 2, Location, and Supplier. Below this table is a 'Quick Price Check' section with input fields for Part Number, Quantity, Price, and Retail Price. Further down is a 'Repair Orders and Invoices' section with a table showing RO Number, Claim Number, Customer Name, Insurance Company, and Comment. At the bottom is a 'Parts Below Minimum Quantity' section with a table showing Part Number, Description 1, Description 2, On Hand Quantity, Minimum Quantity, and Supplier.

Highlighted the repair orders you want to print invoices. Click on the PRINT INVOICES button. A dialog box will appear asking you want to print all or selected.



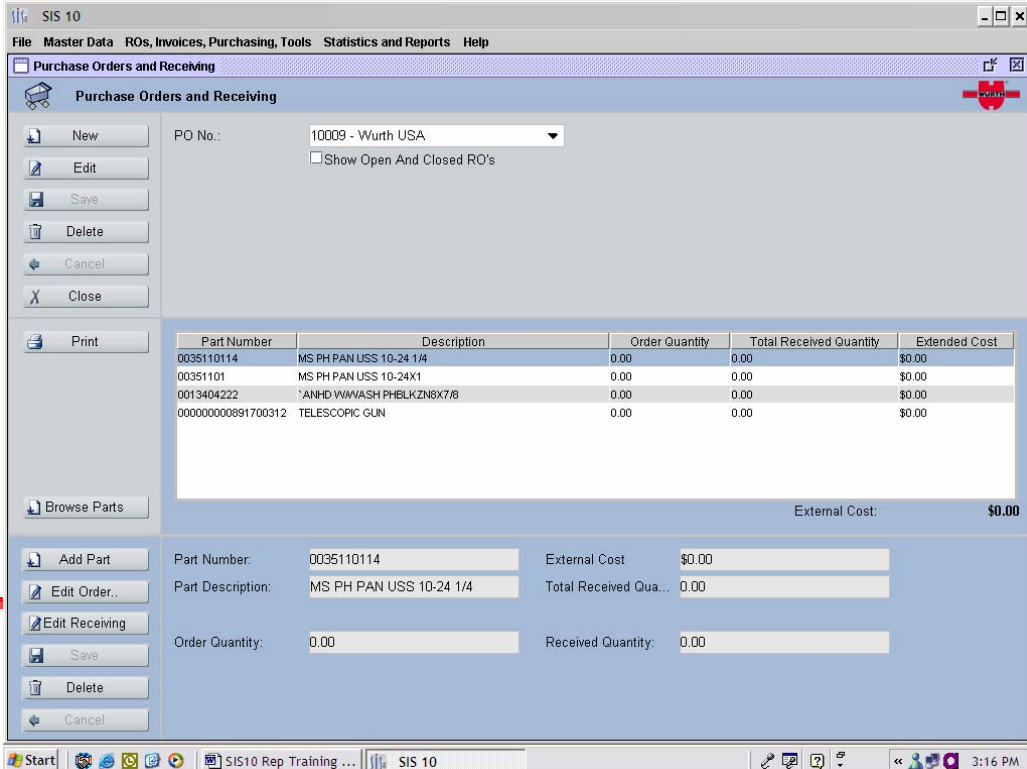
The screenshot shows the SIS 10 software interface with a dialog box open. The dialog box has a title bar 'Print Selected?' and a message 'Print only highlighted items?'. It has three buttons: Yes, No, and Cancel. The 'Yes' button is highlighted with a red arrow. The background shows the same software interface as the previous screenshot, but with different data in the tables.

To print the highlighted items click on YES. If you want to print all the invoices for all the Open Repair Orders, click on NO.

The third section of the Main Screen is for Parts Below Minimum Quantity and Creating Purchase Orders.

You can select the items listed in the grid by selecting the first item you want to purchase and by holding down the Control Key on your keyboard and clicking on the next item. Holding the Shift Key down on your keyboard and clicking on the last item will select all items in the grid. When you have all the items you want on your purchase order, click on CREATE PO. This will take you to the Purchase Order Screen.

On the PURCHASE ORDER screen, to edit the quantity of the items to order, click on the part number in the grid and click on the EDIT ORDER button on the bottom left hand side.



The screenshot displays the 'Purchase Orders and Receiving' window in the SIS 10 software. The window has a menu bar with 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Edit', 'Save', 'Delete', 'Cancel', 'Close', and 'Print'. The main area is divided into two sections. The top section is for 'Purchase Orders and Receiving' and contains a 'PO No.' dropdown menu set to '10009 - Wurth USA' and a checkbox for 'Show Open And Closed RO's'. The bottom section is a table with the following data:

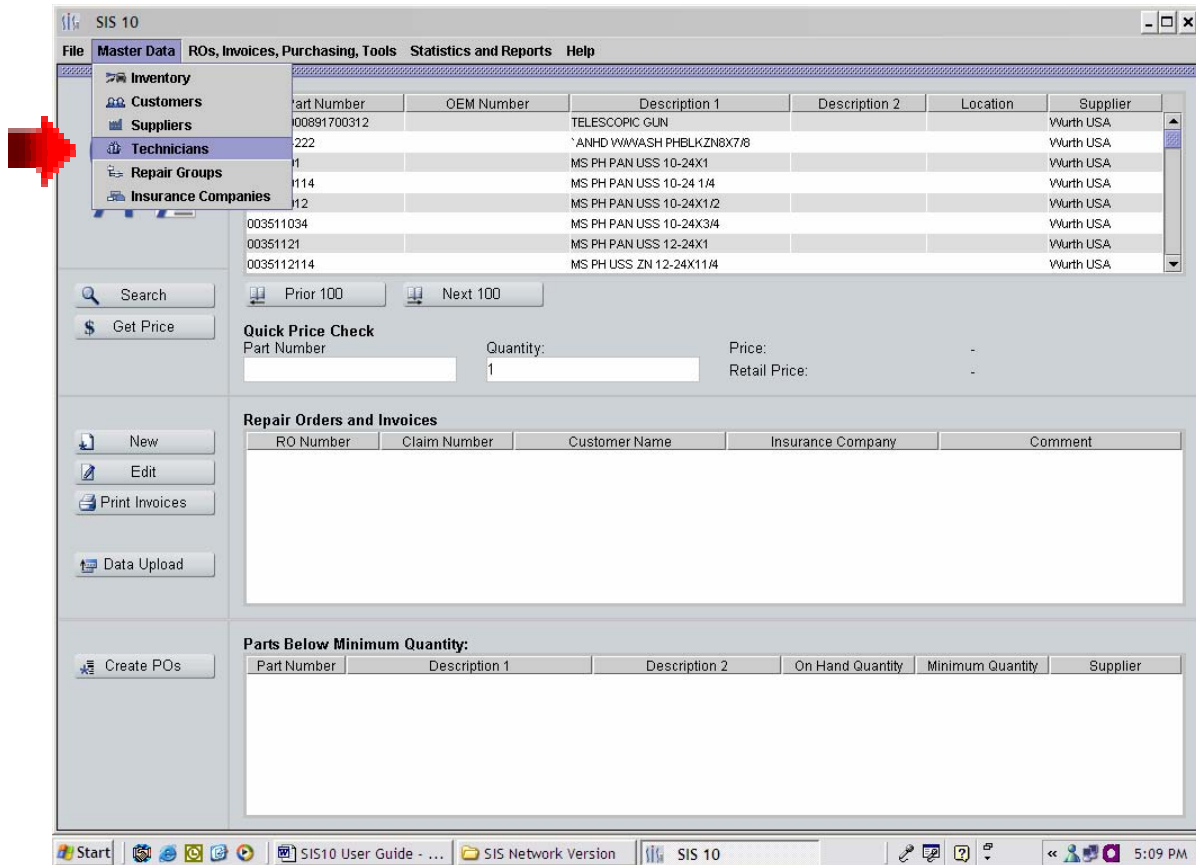
Part Number	Description	Order Quantity	Total Received Quantity	Extended Cost
0035110114	MS PH PAN USS 10-24 1/4	0.00	0.00	\$0.00
00351101	MS PH PAN USS 10-24X1	0.00	0.00	\$0.00
0013404222	*ANHD VAWASH PHBLKZN8X7/8	0.00	0.00	\$0.00
000000000891700312	TELESCOPIC GUN	0.00	0.00	\$0.00

Below the table, there is a 'Browse Parts' button and a summary row showing 'External Cost: \$0.00'. At the bottom of the window, there is a section for 'Add Part' with fields for 'Part Number' (0035110114), 'Part Description' (MS PH PAN USS 10-24 1/4), 'Order Quantity' (0.00), 'External Cost' (\$0.00), 'Total Received Qua...' (0.00), and 'Received Quantity' (0.00). A red arrow points to the 'Add Part' button.

11. Software Set Up'

Set up Technicians, Print Technician Barcodes, and Set up Insurance Companies must be done before Repair Orders are entered or scanning data.

To enter a Technician, click on MASTER DATA then click on TECHNICIANS



The screenshot shows the SIS 10 software interface. The 'Master Data' menu is open, and 'Technicians' is highlighted. The main window displays a table of parts and a sidebar with navigation buttons.

Part Number	OEM Number	Description 1	Description 2	Location	Supplier
00891700312		TELESCOPIC GUN			Wurth USA
222		* ANHD WAWASH PHLKZN8X7/8			Wurth USA
11		MS PH PAN USS 10-24X1			Wurth USA
114		MS PH PAN USS 10-24 1/4			Wurth USA
112		MS PH PAN USS 10-24X1/2			Wurth USA
003511034		MS PH PAN USS 10-24X3/4			Wurth USA
00351121		MS PH PAN USS 12-24X1			Wurth USA
0035112114		MS PH USS ZN 12-24X11/4			Wurth USA

Quick Price Check

Part Number: Quantity: Price:
Retail Price:

Repair Orders and Invoices

RO Number	Claim Number	Customer Name	Insurance Company	Comment
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Parts Below Minimum Quantity:

Part Number	Description 1	Description 2	On Hand Quantity	Minimum Quantity	Supplier
-------------	---------------	---------------	------------------	------------------	----------

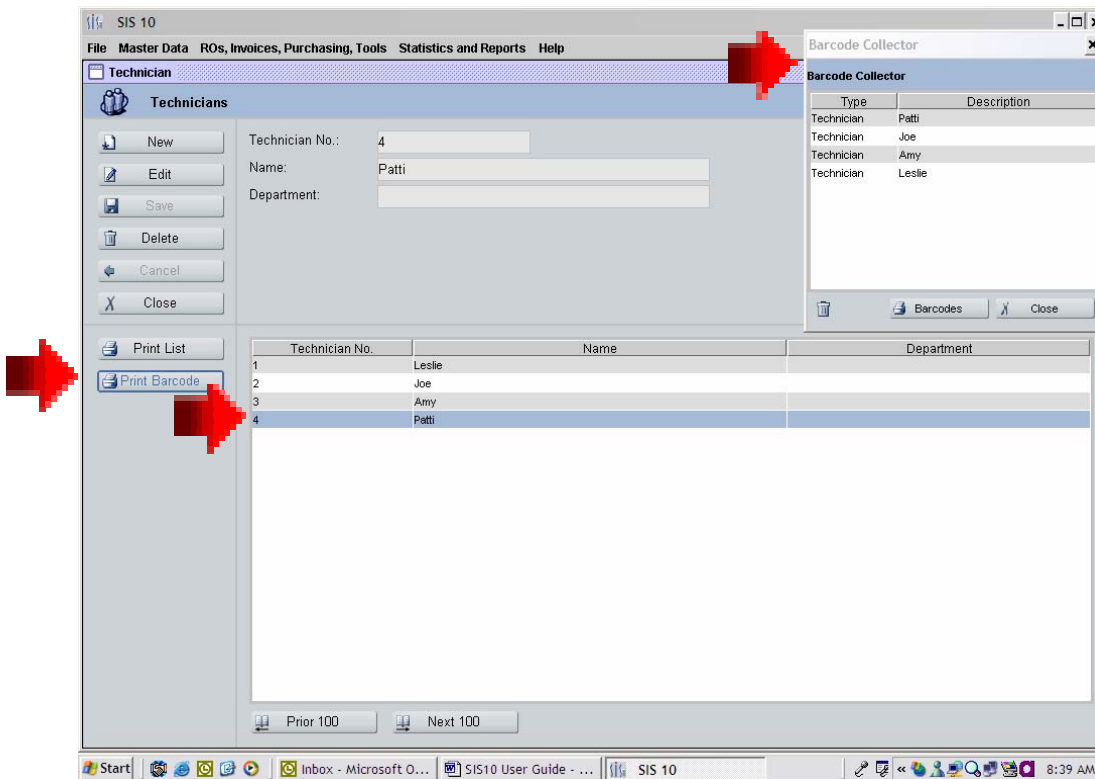
The sidebar on the left contains the following buttons: Search, Get Price, New, Edit, Print Invoices, Data Upload, and Create POs. The top menu bar includes File, Master Data, ROs, Invoices, Purchasing, Tools, Statistics and Reports, and Help.

The Technician Screen will appear. Click on NEW and assign a number to your tech. When done, Click on SAVE

The screenshot shows the SIS 10 Technician screen. The window title is 'SIS 10'. The menu bar includes 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. The 'Technician' tab is selected. On the left, there is a sidebar with buttons: 'New', 'Edit', 'Save', 'Delete', 'Cancel', 'Close', 'Print List', and 'Print Barcode'. A red arrow points to the 'New' button. The main area has input fields for 'Technician No.: 301', 'Name: Leslie', and 'Department:'. A red arrow points to the 'Save' button. Below the input fields is a table with columns 'Technician No.', 'Name', and 'Department'. At the bottom of the table are 'Prior 100' and 'Next 100' buttons. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '5:11 PM'.

Technician No.	Name	Department
----------------	------	------------

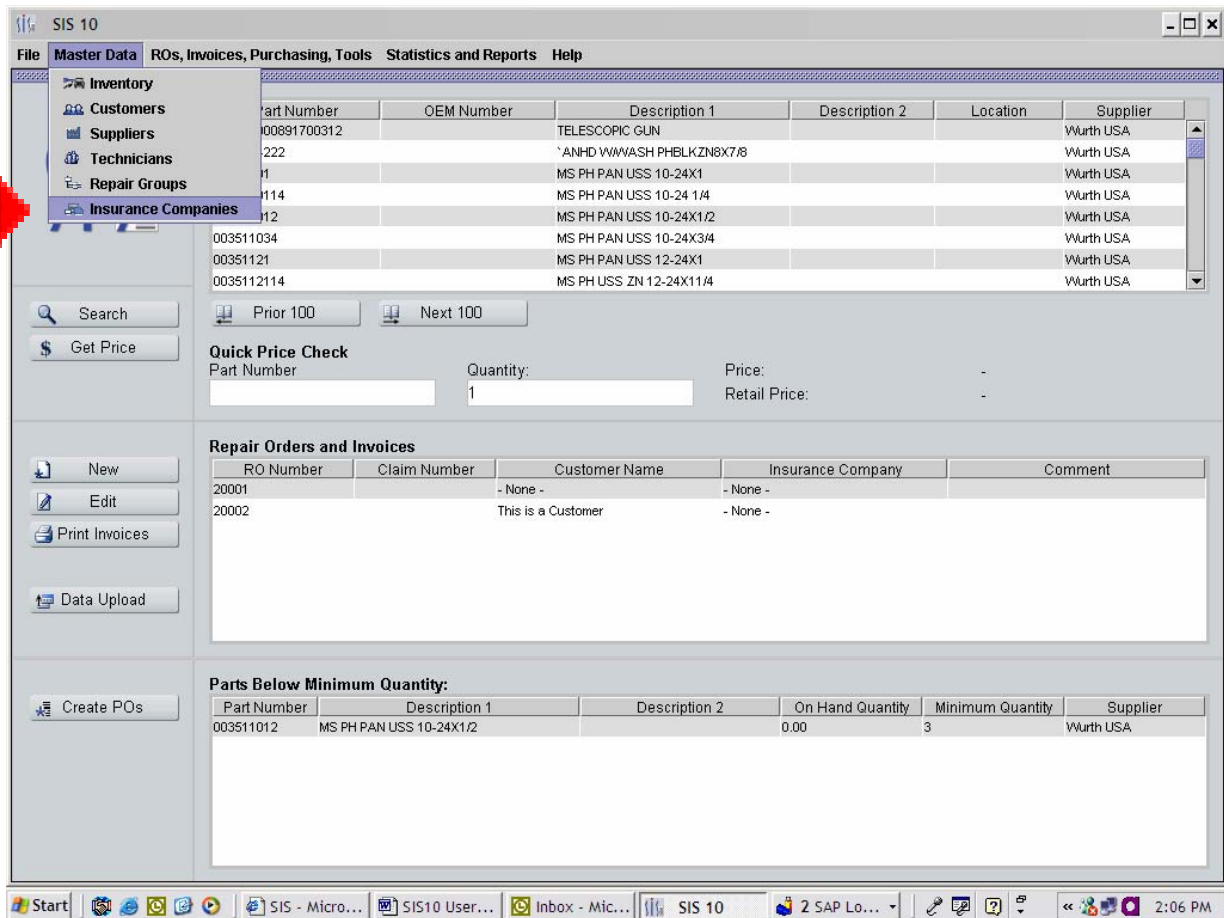
To help the techs scan their tech numbers, you should create a Technician Barcode Scan Sheet. To Print Technician Barcodes, choose the tech from the grid and click on the PRINT BARCODE. Button. Continue down the list until you have completed this task for all Technicians. A barcode collector will appear.



Click on the button BARCODES on the Barcode Collector. Regular Avery Labels 5160 for laser printers or 8160 for Ink Jet printers. To print the Scan Sheet you can use a plain sheet of paper.

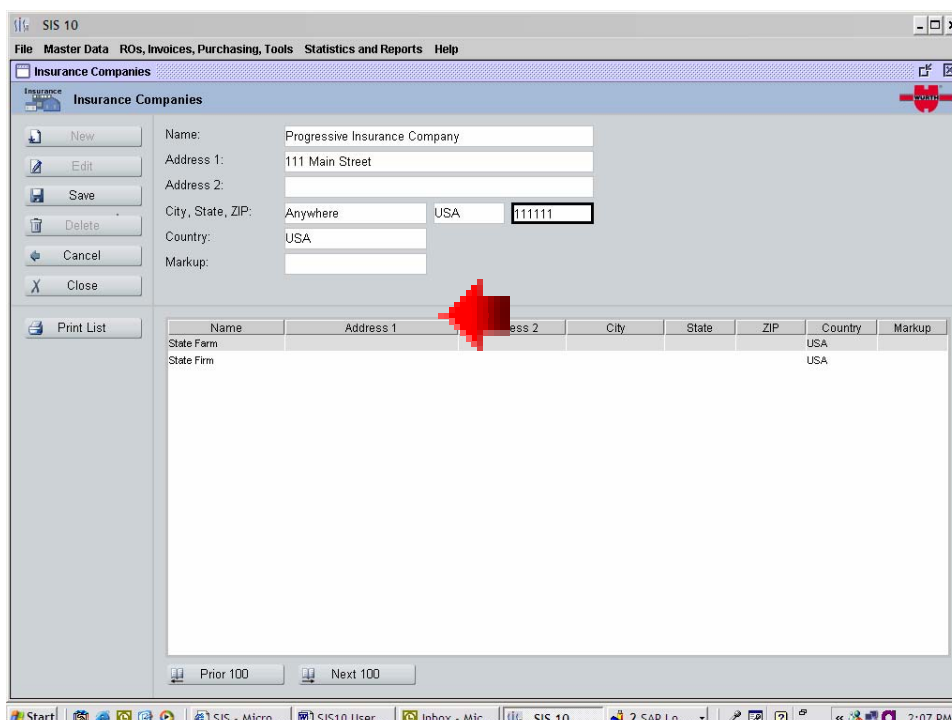
12. Set up Insurance Companies.

Click on Master Data then click on Insurance Companies.



The screenshot shows the SIS 10 software interface. The 'Master Data' menu is open, and 'Insurance Companies' is highlighted. A red arrow points to this menu item. The background shows a table of parts with columns: Part Number, OEM Number, Description 1, Description 2, Location, and Supplier. Below the table are buttons for 'Search', 'Get Price', 'Prior 100', and 'Next 100'. There is also a 'Quick Price Check' section with fields for Part Number, Quantity, Price, and Retail Price. At the bottom, there is a 'Repair Orders and Invoices' section with a table of RO Number, Claim Number, Customer Name, Insurance Company, and Comment. A 'Data Upload' button is also visible.

Click the NEW button to set up a new Insurance Company. . You can set the MARKUP on an individual insurance company if you have a contract with them that only allows a certain markup.



The screenshot shows the 'Insurance Companies' form in SIS 10. The 'Name' field is filled with 'Progressive Insurance Company'. The 'Address 1' field is filled with '111 Main Street'. The 'City, State, ZIP' field is filled with 'Anywhere USA 111111'. The 'Country' field is filled with 'USA'. The 'Markup' field is empty. A red arrow points to the 'Save' button. Below the form is a table with columns: Name, Address 1, Address 2, City, State, ZIP, Country, and Markup. The table contains two rows: 'State Farm' and 'State Firm'. A 'Print List' button is also visible.

This markup will override all other markups.

Click on Save after you have completed your entry.

13. Create and Edit Repair Orders

To create Repair Orders using the scanner, follow the instructions below:

1. Display Reads “ 1. Repair Order” – Hit Red Enter Button
2. Display Reads “ Technician Number” – Scan your Tech Number
3. Display Reads “ Repair Order” – Type Repair Order Number
4. Scan Part
5. Enter Qty – Hit Red **Enter** Button
6. Continue to scan until completed
7. Hit Blue Function (**Func**) button and then the Star (*) Key

To create Repair Orders Manually:

1. Click on the Heading ROs, Invoices, Purchasing, Tools
2. Click on REPAIR ORDERS AND INVOICES

The screenshot displays the SIS 10 software interface. The menu bar includes 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. The 'ROs, Invoices, Purchasing, Tools' menu is open, showing options: 'Repair Orders and Invoices', 'Purchase Orders and Receiving', and 'Tool Tracking'. The 'Repair Orders and Invoices' option is selected.

Below the menu, there is a table of parts with columns: OEM Number, Description 1, Description 2, Location, and Supplier. The table lists several parts, including 'TELESCOPIC GUN' and various 'MS PH PAN USS' and 'MS PH USS ZN' parts, all supplied by 'Wurth USA'.

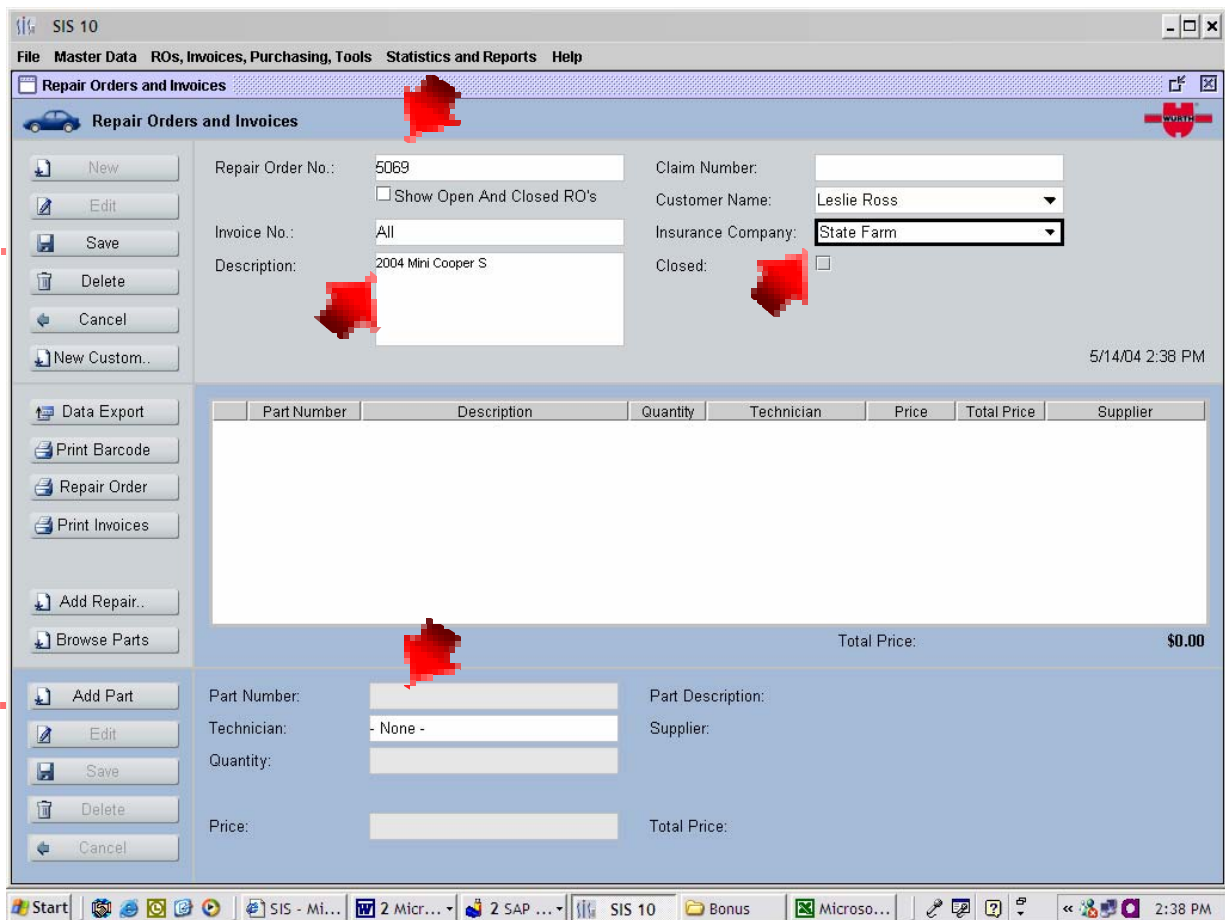
Below the table, there is a 'Quick Price Check' section with fields for 'Part Number', 'Quantity', 'Price', and 'Retail Price'. The 'Quantity' field is set to '1'.

Below the 'Quick Price Check' section, there is a 'Repair Orders and Invoices' section with a table of repair orders. The table has columns: RO Number, Claim Number, Customer Name, Insurance Company, and Comment. It lists two repair orders: '20001' and '20002', both with 'None' for Customer Name and Insurance Company.

Below the 'Repair Orders and Invoices' section, there is a 'Parts Below Minimum Quantity' section with a table of parts. The table has columns: Part Number, Description 1, Description 2, On Hand Quantity, Minimum Quantity, and Supplier. It lists two parts: '003511012' and '0035112114', both with '0.00' On Hand Quantity and '3.00' and '4.00' Minimum Quantity, respectively, supplied by 'Wurth USA'.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '2:34 PM'.

Click on the NEW button. Enter your corresponding repair order number. At this time, you may if you choose, assign an insurance company, enter the claim number, enter the customer name, and give a brief description of the car. Click on the SAVE button when complete.



SIS 10
File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Repair Orders and Invoices

New Edit Save Delete Cancel New Custom..

Repair Order No.: 5069
☐ Show Open And Closed RO's
 Invoice No.: All
 Description: 2004 Mini Cooper S

Claim Number:
 Customer Name: Leslie Ross
 Insurance Company: State Farm
 Closed: ☐

5/14/04 2:38 PM

Part Number	Description	Quantity	Technician	Price	Total Price	Supplier

Total Price: \$0.00

Add Repair.. Browse Parts

Add Part Edit Save Delete Cancel

Part Number: Technician: - None - Quantity: Price: Part Description: Supplier: Total Price:

Start SIS - Mi... 2 Micr... 2 SAP ... SIS 10 Bonus Microso... 2:38 PM

To Edit this information in the repair order click the EDIT button.

There are two ways to add parts manually to a repair order. The first is to click on the Add Part button, enter the part number, hit the ENTER key on your keyboard and enter the technician number. Hit the ENTER key on your keyboard again and enter the quantity. Hit the ENTER button on your keyboard and this part will be added to the repair order. Continue to add parts until completed and click on the SAVE button when completed.

If you do not know the part number, but have a partial description, click on the BROWSE PARTS button. This will take you to the Inventory Screen.

SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Inventory

Inventory

New Edit Save Delete Cancel Search Close

Part No.: Desc. **Hex Bolt**

OEM No.: Desc. 2:

Cost: Markup: Location:

Sell: Usage Size: Barcode:

On Hand Qty.: Min. Qty.:

On Order Qty.: Max. Qty.:

Supplier: All

Taxable: Billable: Active:

New Supplier New Repair Print List Set Markup Print Barcode Add To RO

Part Number	OEM Number	Description 1	Description 2	Location	Supplier	Cost
000000000891...		TELESCOPIC GUN			Wurth USA	\$17.90
0013404222		ANHD VMWASH PHBLKZN8X7/8			Wurth USA	\$0.29
00351101		MS PH PAN USS 10-24X1			Wurth USA	\$0.12
0035110114		MS PH PAN USS 10-24 1/4			Wurth USA	\$0.11
003511012		MS PH PAN USS 10-24X1/2			Wurth USA	\$0.10
003511034		MS PH PAN USS 10-24X3/4			Wurth USA	\$0.10
00351121		MS PH PAN USS 12-24X1			Wurth USA	\$0.12
0035112114		MS PH USS ZN 12-24X11/4			Wurth USA	\$0.12
003511212		MS PH USS ZN 12-24X1/2			Wurth USA	\$0.24
003511234		MS PH USS ZN 12-24X3/4			Wurth USA	\$0.15
00351141		MS PH PAN HD. 14-20X1			Wurth USA	\$2.07
0035114112		MS PH PAN HD. 14-20X1 1/2			Wurth USA	\$2.07
0035114114		MS PH PAN HD. 14-20X1 1/4			Wurth USA	\$2.07
003511412		MS PH PAN HD. 14-20X1/2			Wurth USA	\$3.31
003511434		MS PH PAN HD. 14-20X3/4			Wurth USA	\$0.08

Prior 1000 Next 1000 0 - 1000 / 18320

Type in a partial description (see example) and click on the SEARCH button. This will bring up all the Hex bolts and their part numbers that are in the database.

SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Inventory

Inventory

New Edit Save Delete Cancel Search Clear Results Close

Part No.: Desc. 1:

OEM No.: Desc. 2:

Cost: Markup: Location:

Sell: Usage Size: Barcode:

On Hand Qty.: Min. Qty.:

On Order Qty.: Max. Qty.:

Supplier: All

Taxable: Billable: Active:

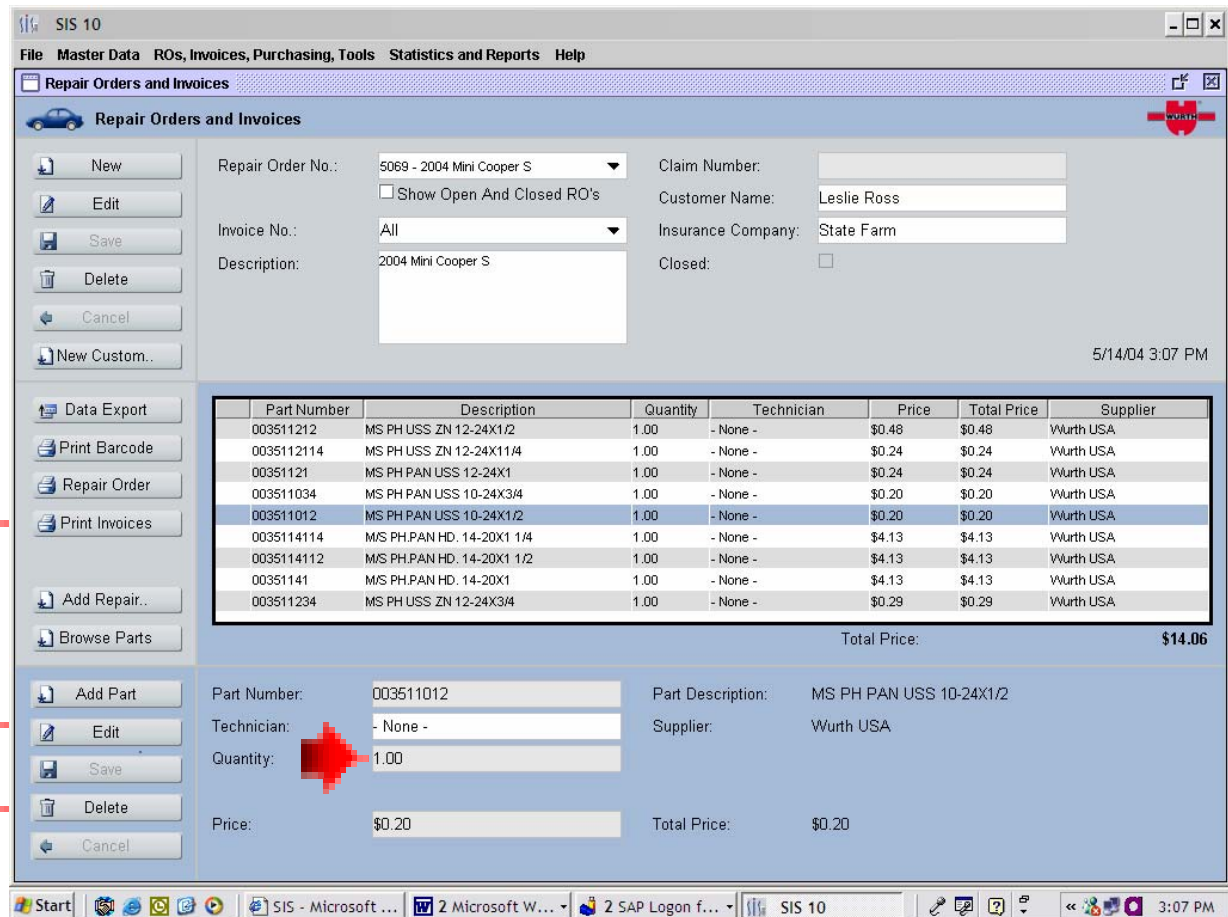
New Supplier New Repair Print List Set Markup Print Barcode Add To RO

Part Number	OEM Number	Description 1	Description 2	Location	Supplier	Cost
0091512		HEX HEAD BOLT 5X12 SS			Wurth USA	\$0.32
0091620		HEX HEAD BOLT 6X20 SS			Wurth USA	\$0.50
0091630		HEX HEAD BOLT 6X30 SS			Wurth USA	\$0.96
0091640		HEX HEAD BOLT 6X40 SS			Wurth USA	\$1.16
00951045		USE 00961045 HEX HD BOLT A2 M10x45			Wurth USA	\$0.00
00951240		HEX HD BOLT A2 M12x40			Wurth USA	\$0.84
00951260		HEX HD BOLT SS M12X60 PT			Wurth USA	\$0.92
0095310		HEX HD BOLT SS M3X10			Wurth USA	\$0.18
00954 16 999 ...		HEX HD BOLT SS M4X16			Wurth USA	\$17.90
00954 25 999 ...		HEX HD BOLT SS M4X25			Wurth USA	\$17.90
00955 10 999 ...		HEX HD BOLT SS M5X10			Wurth USA	\$17.90
0095522		HEX HD BOLT A2 M5X22			Wurth USA	\$5.44
009595163499...		USS HEX BOLT SS 5/16X3/4			Wurth USA	\$17.90
00961020		HEX BOLT F THRD SS 10X20			Wurth USA	\$0.97
00961025		HEX BOLT F THRD SS 10X25			Wurth USA	\$0.93

Prior 1000 Next 1000 177 / 177

Click on the part number you want and it will highlight the part. By holding down the Control key on your keyboard, you may select several items. By holding down the Shift key on your keyboard you may select a block of items. When you have finished selecting the item, click the ADD TO RO button.

Occasionally, you will need to edit a quantity or a part. To edit a part, open the repair order and click on the part number in the grid. This will highlight the part. Click on the Edit button in the lower left corner of the repair order.



SIS 10
File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Repair Orders and Invoices

New Edit Save Delete Cancel New Custom..

Repair Order No.: 5069 - 2004 Mini Cooper S
☐ Show Open And Closed RO's
 Invoice No.: All
 Description: 2004 Mini Cooper S

Claim Number:
 Customer Name: Leslie Ross
 Insurance Company: State Farm
 Closed: ☐

5/14/04 3:07 PM

Part Number	Description	Quantity	Technician	Price	Total Price	Supplier
003511212	MS PH USS ZN 12-24X1/2	1.00	- None -	\$0.48	\$0.48	Wurth USA
003511214	MS PH USS ZN 12-24X11/4	1.00	- None -	\$0.24	\$0.24	Wurth USA
00351121	MS PH PAN USS 12-24X1	1.00	- None -	\$0.24	\$0.24	Wurth USA
003511034	MS PH PAN USS 10-24X3/4	1.00	- None -	\$0.20	\$0.20	Wurth USA
003511012	MS PH PAN USS 10-24X1/2	1.00	- None -	\$0.20	\$0.20	Wurth USA
0035114114	M/S PH.PAN HD. 14-20X1 1/4	1.00	- None -	\$4.13	\$4.13	Wurth USA
0035114112	M/S PH.PAN HD. 14-20X1 1/2	1.00	- None -	\$4.13	\$4.13	Wurth USA
00351141	M/S PH.PAN HD. 14-20X1	1.00	- None -	\$4.13	\$4.13	Wurth USA
003511234	MS PH USS ZN 12-24X3/4	1.00	- None -	\$0.29	\$0.29	Wurth USA

Total Price: \$14.06

Add Part Edit Save Delete Cancel

Part Number: 003511012
 Technician: - None -
 Quantity: 1.00
 Price: \$0.20
 Part Description: MS PH PAN USS 10-24X1/2
 Supplier: Wurth USA
 Total Price: \$0.20

This will allow you to edit the technician or qty. You can also delete a part that doesn't belong on the repair order by clicking on the Delete Button on the lower left hand side of the screen. You can enter partial quantities of products in the Quantity area by simply entering .75 or .25.

To print a barcode for the Repair Order, click on the button PRINT BARCODE. Repair Order barcodes can be used to label incoming parts for cars and for the technician to scan.

14. Print Invoices

There are two ways to print invoices. The first is from the Main Screen. See Section 5. Main Screen/Toolbars. The second is from the Repair Order itself.

Once you have printed an invoice, you can not add additional parts to the Invoice. The SIS system will create another invoice for the new parts. SIS will print a separate invoice for each supplier.

If you click on PRINT INVOICES button from the repair order, you will print all the invoices that are assigned to this repair order. This allows reprinting of invoices. Each invoice assigned to the repair order will be given a different number.

15. Add Parts to a Close Repair Order

Once all the invoices are printed on a Repair Order, the repair order is “Closed” in the system. If you need to reactivate a Repair Order, there are two ways to achieve this.

Scan a part to the repair order. This will automatically reopen the repair order.

Click on the Heading ROs,Invoices,Purchasing,Tools

Click on REPAIR ORDERS AND INVOICES

Click on the box SHOW OPEN AND CLOSED RO's

SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Repair Orders and Invoices

Repair Orders and Invoices

New Edit Save Delete Cancel New Custom..

Repair Order No.: Invoice No.: Description:

Claim Number: Customer Name: Insurance Company: Closed:

Part Number Description Quantity Technician Price Total Price Supplier

Total Price: \$0.00

Add Part Edit Save Delete Cancel

Part Number: Technician: Quantity: Price:

Part Description: Supplier: Total Price:

Select from the pull down menu the repair order you wish to edit.

The screenshot shows the 'Repair Orders and Invoices' window in the SIS 10 application. The window has a menu bar with 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Edit', 'Save', 'Delete', 'Cancel', and 'New Custom..'. The main area is divided into several sections. On the left, there is a sidebar with buttons for 'Data Export', 'Print Barcode', 'Repair Order', 'Print Invoices', 'Add Repair..', 'Browse Parts', 'Add Part', 'Edit', 'Save', 'Delete', and 'Cancel'. The central part of the window contains a form for editing a repair order. It includes fields for 'Repair Order No.' (a pull-down menu), 'Invoice No.', 'Description', 'Claim Number', 'Customer Name', 'Insurance Company', and 'Closed' (a checkbox). The 'Repair Order No.' pull-down menu is open, showing a list of repair orders: '20001 -', '20002 -', '20003 - 2204 Mini Cooper', '20004 - 2005 Altima', and '5069 - 2004 Mini Cooper S'. Below the form is a table with columns: 'Part Number', 'Description', 'Quantity', 'Technician', 'Price', 'Total Price', and 'Supplier'. The table is currently empty. At the bottom right of the table area, the 'Total Price' is displayed as '\$0.00'. The bottom of the window features a taskbar with the 'Start' button and several open applications: 'SIS - Microsoft ...', 'SIS10 User Guid...', 'Joe Castro - Mi...', and 'SIS 10'. The system clock shows '3:30 PM'.

SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Repair Orders and Invoices

Repair Orders and Invoices

New Edit Save Delete Cancel New Custom..

Repair Order No.: 20001 - 20002 - 20003 - 2204 Mini Cooper 20004 - 2005 Altima 5069 - 2004 Mini Cooper S

Invoice No.: Claim Number: Customer Name: Insurance Company: Closed: ☐

Data Export Print Barcode Repair Order Print Invoices Add Repair.. Browse Parts

Part Number	Description	Quantity	Technician	Price	Total Price	Supplier
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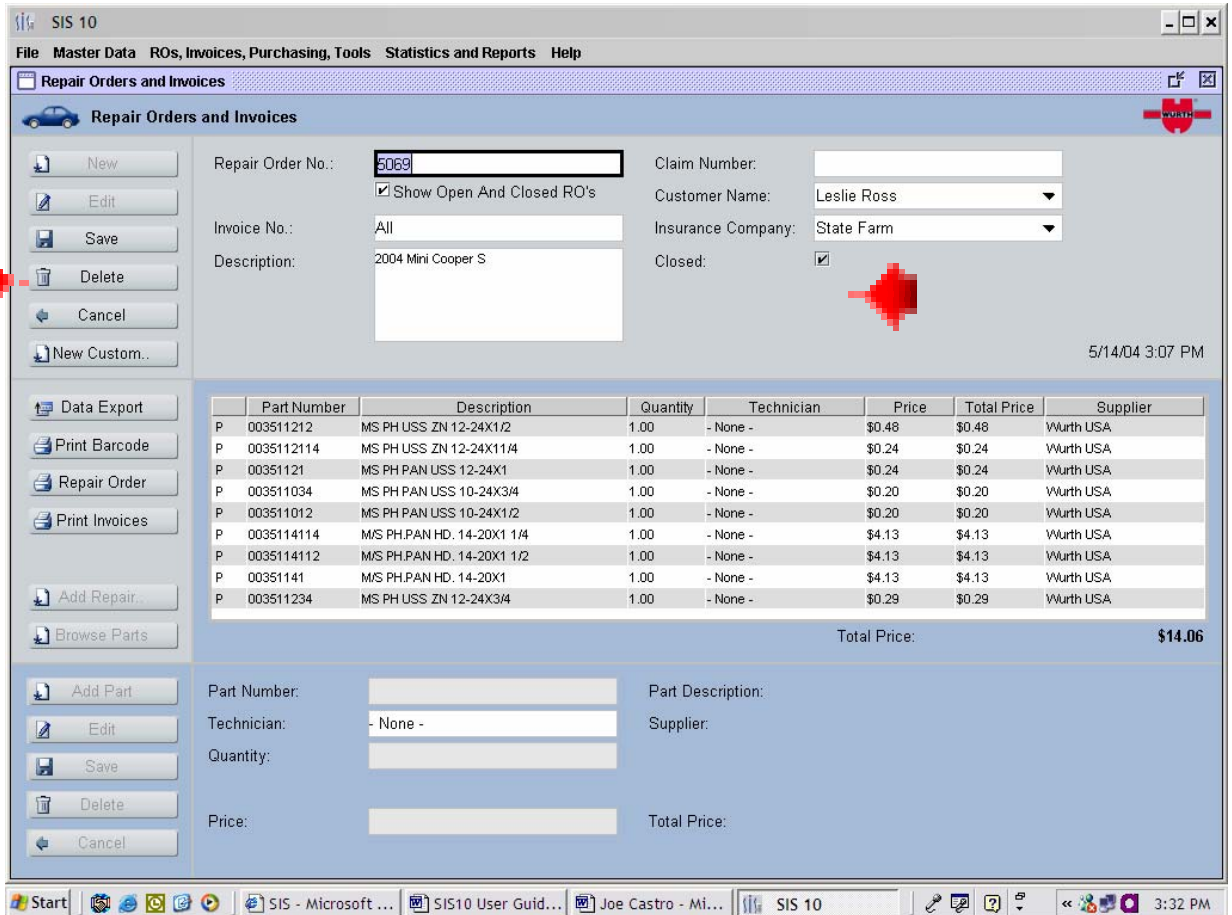
Total Price: \$0.00

Add Part Edit Save Delete Cancel

Part Number: Technician: - None - Quantity: Price: Part Description: Supplier: Total Price:

Start SIS - Microsoft ... SIS10 User Guid... Joe Castro - Mi... SIS 10 3:30 PM

Click the EDIT button and uncheck the CLOSED box on the repair order. Click on the SAVE button.



SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Repair Orders and Invoices

Repair Orders and Invoices

New Edit Save Delete Cancel New Custom...

Repair Order No.: 5069 Claim Number: Invoice No.: All Customer Name: Leslie Ross Insurance Company: State Farm Description: 2004 Mini Cooper S Closed: ☒

5/14/04 3:07 PM

	Part Number	Description	Quantity	Technician	Price	Total Price	Supplier
P	003511212	MS PH USS ZN 12-24X1/2	1.00	- None -	\$0.48	\$0.48	Wurth USA
P	0035112114	MS PH USS ZN 12-24X11/4	1.00	- None -	\$0.24	\$0.24	Wurth USA
P	00351121	MS PH PAN USS 12-24X1	1.00	- None -	\$0.24	\$0.24	Wurth USA
P	003511034	MS PH PAN USS 10-24X3/4	1.00	- None -	\$0.20	\$0.20	Wurth USA
P	003511012	MS PH PAN USS 10-24X1/2	1.00	- None -	\$0.20	\$0.20	Wurth USA
P	0035114114	M/S PH.PAN HD. 14-20X1 1/4	1.00	- None -	\$4.13	\$4.13	Wurth USA
P	0035114112	M/S PH.PAN HD. 14-20X1 1/2	1.00	- None -	\$4.13	\$4.13	Wurth USA
P	00351141	M/S PH.PAN HD. 14-20X1	1.00	- None -	\$4.13	\$4.13	Wurth USA
P	003511234	MS PH USS ZN 12-24X3/4	1.00	- None -	\$0.29	\$0.29	Wurth USA

Total Price: \$14.06

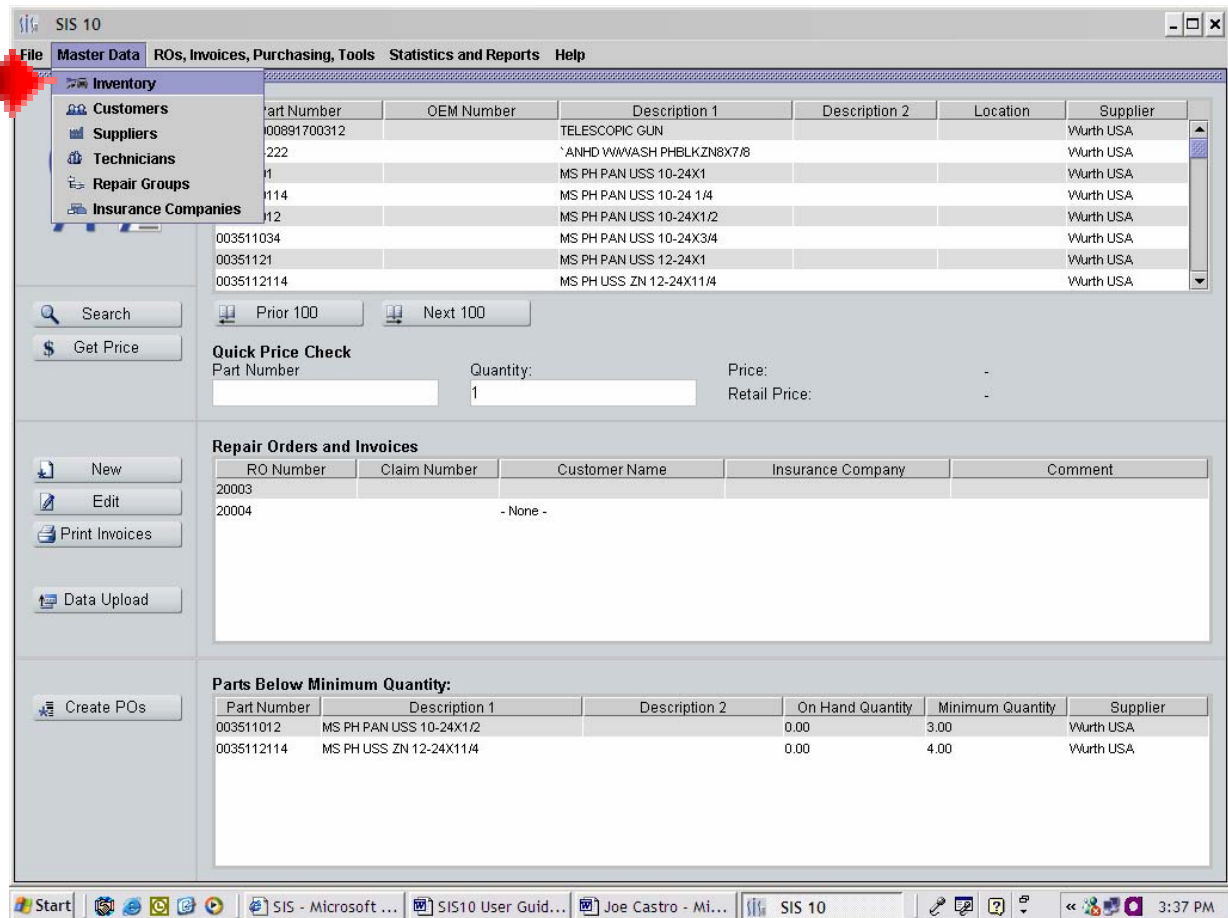
Add Part Edit Save Delete Cancel

Part Number: Technician: - None - Quantity: Price: Part Description: Supplier: Total Price:

Start SIS - Microsoft ... SIS10 User Guid... Joe Castro - Mi... SIS 10 3:32 PM

16. Add New Items to Inventory

Some customers like to keep track of their inventory. Some even track shop supplies such as paper towels and sandpaper. To add a new item to inventory, click on MASTER DATA and click on INVENTORY.



The screenshot shows the SIS 10 software interface. The 'Master Data' menu is open, highlighting 'Inventory'. The main window displays a table of inventory items with columns: Part Number, OEM Number, Description 1, Description 2, Location, and Supplier. Below the table are buttons for 'Search', 'Get Price', 'Prior 100', and 'Next 100'. A 'Quick Price Check' section is also visible. The 'Repair Orders and Invoices' section shows a table with columns: RO Number, Claim Number, Customer Name, Insurance Company, and Comment. The 'Parts Below Minimum Quantity' section shows a table with columns: Part Number, Description 1, Description 2, On Hand Quantity, Minimum Quantity, and Supplier.

Part Number	OEM Number	Description 1	Description 2	Location	Supplier
00891700312		TELESCOPIC GUN			Wurth USA
222		ANHD VAWASH PHBLKZN8X7/8			Wurth USA
1		MS PH PAN USS 10-24X1			Wurth USA
114		MS PH PAN USS 10-24 1/4			Wurth USA
12		MS PH PAN USS 10-24X1/2			Wurth USA
003511034		MS PH PAN USS 10-24X3/4			Wurth USA
00351121		MS PH PAN USS 12-24X1			Wurth USA
0035112114		MS PH USS ZN 12-24X11/4			Wurth USA

RO Number	Claim Number	Customer Name	Insurance Company	Comment
20003				
20004		- None -		

Part Number	Description 1	Description 2	On Hand Quantity	Minimum Quantity	Supplier
003511012	MS PH PAN USS 10-24X1/2		0.00	3.00	Wurth USA
0035112114	MS PH USS ZN 12-24X11/4		0.00	4.00	Wurth USA

Click on the NEW button and fill out all the information. Be sure to choose a supplier. Click Save when complete,

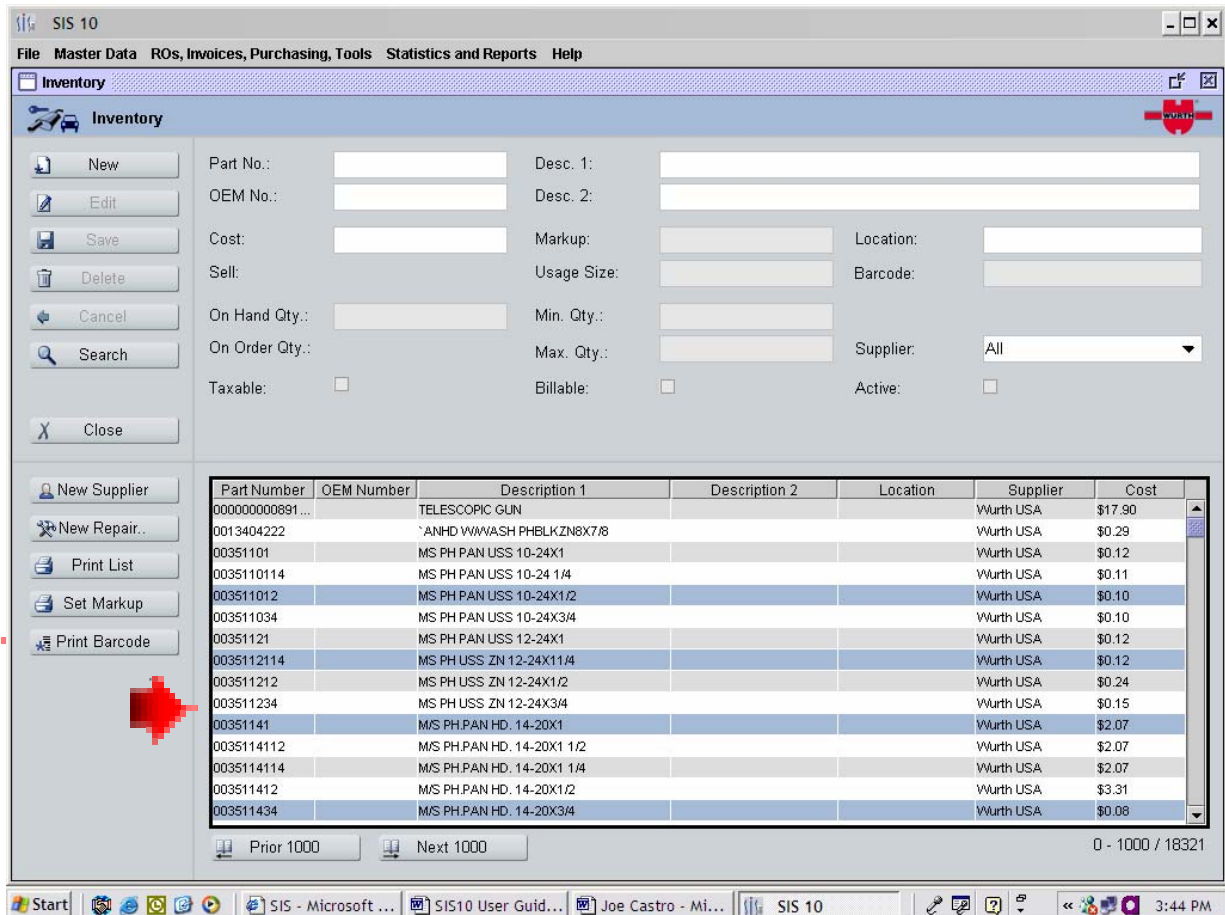
The screenshot shows the SIS 10 Inventory form. The 'NEW' button is highlighted with a red X. The form fields are as follows:

- Part No.: 11111
- OEM No.: (empty)
- Cost: 3.00
- Sell: (empty)
- On Hand Qty.: 2
- On Order Qty.: (empty)
- Taxable: ☒
- Desc. 1: This is a New Part
- Desc. 2: (empty)
- Markup: 100
- Usage Size: 1
- Min. Qty.: 3
- Max. Qty.: 4
- Billable: ☒
- Location: (empty)
- Barcode: (empty)
- Supplier: This is non WURTH supp...
- Active: ☒

The bottom section of the form displays a list of parts with columns: Part Number, OEM Number, Description 1, Description 2, Location, Supplier, and Cost. The list includes various parts like 'TELESCOPIC GUN', 'ANHD VAWASH PHEBLKZN8X7/8', and 'MS PH PAN USS 10-24X1'. The status bar at the bottom indicates '0 - 1000 / 18321'.

17. Create Barcodes for Inventory.

Click on a part in the grid. By using the Control key on the keyboard or the Shift key on the keyboard, you can either select a few or a block of items.



The screenshot shows the SIS 10 Inventory window. The sidebar on the left contains buttons: New, Edit, Save, Delete, Cancel, Search, Close, New Supplier, New Repair, Print List, Set Markup, and Print Barcode. The main area has input fields for Part No., OEM No., Cost, Sell, On Hand Qty., On Order Qty., Taxable, Desc. 1, Desc. 2, Markup, Usage Size, Location, Barcode, Min. Qty., Max. Qty., Supplier, Billable, and Active. Below these is a table of inventory items.

Part Number	OEM Number	Description 1	Description 2	Location	Supplier	Cost
000000000891...		TELESCOPIC GUN			Wurth USA	\$17.90
0013404222		ANHD W/WASH PHEBKZN8X7/8			Wurth USA	\$0.29
00351101		MS PH PAN USS 10-24X1			Wurth USA	\$0.12
0035110114		MS PH PAN USS 10-24 1/4			Wurth USA	\$0.11
003511012		MS PH PAN USS 10-24X1/2			Wurth USA	\$0.10
003511034		MS PH PAN USS 10-24X3/4			Wurth USA	\$0.10
00351121		MS PH PAN USS 12-24X1			Wurth USA	\$0.12
0035112114		MS PH USS ZN 12-24X11/4			Wurth USA	\$0.12
003511212		MS PH USS ZN 12-24X1/2			Wurth USA	\$0.24
003511234		MS PH USS ZN 12-24X3/4			Wurth USA	\$0.15
00351141		M/S PH.PAN HD. 14-20X1			Wurth USA	\$2.07
0035114112		M/S PH.PAN HD. 14-20X1 1/2			Wurth USA	\$2.07
0035114114		M/S PH.PAN HD. 14-20X1 1/4			Wurth USA	\$2.07
003511412		M/S PH.PAN HD. 14-20X1/2			Wurth USA	\$3.31
003511434		M/S PH.PAN HD. 14-20X3/4			Wurth USA	\$0.08

At the bottom of the table are buttons for 'Prior 1000' and 'Next 1000'. The status bar at the bottom right shows '0 - 1000 / 18321'.

Click on the PRINT BARCODE button. This will add these items to the Barcode Collector to be printed on Avery 5160 for Laser labels or 8160 for Inkjet labels.

18. Purchase Orders

Purchase Orders can be issued from the SIS software for any Inventory Item. This feature allows you to receive inventory using the scanner as well as manually creating and receiving purchase orders.

To create a Purchase Order using the Scanner:

- Display Reads “1. Repair Order” – Use the White Down Arrow Button till Display Reads “2. Purchase Orders”. Hit Red **Enter** Button
- Display Reads “PO Number” – Enter PO Number. Hit Red **Enter** Button
- Display Reads “Part” – Scan Part
- Enter Qty – Hit Red **Enter** Button
- Continue to scan until completed
- Hit Blue Function (**Func**) button and then the Star (*) Key to reset the scanner.

To create a Receive Goods using the Scanner:

- Display Reads “1. Repair Order” – Use the White Down Arrow Button till Display Reads “3. Receiving”. Hit Red **Enter** Button
- Display Reads “PO Number” – Enter PO Number. Hit Red **Enter** Button
- Display Reads “Part” – Scan Part
- Enter Qty – Hit Red **Enter** Button
- Continue to scan until completed
- Hit Blue Function (**Func**) button and then the Star (*) Key to reset the scanner.

19. Create Purchase Orders Manually

Click on the Heading ROs,Invoices,Purchasing,Tools then click on Purchase Orders

The screenshot shows the SIS 10 software interface. The menu bar includes 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. The 'Purchase Orders and Receiving' menu is open, showing options like 'Repair Orders and Invoices', 'Purchase Orders and Receiving', and 'Tool Tracking'. The 'Tool Tracking' option is selected, displaying a list of parts with columns: OEM Number, Description 1, Description 2, Location, and Supplier. The list includes parts like 'TELESCOPIC GUN' and various 'MS PH PAN USS' items, all supplied by 'Wurth USA'. Below the list are buttons for 'Search', 'Get Price', 'Prior 100', and 'Next 100'. A 'Quick Price Check' section is also visible, with fields for 'Part Number', 'Quantity', 'Price', and 'Retail Price'. The 'Repair Orders and Invoices' section is empty. At the bottom, there is a 'Parts Below Minimum Quantity' section with columns for 'Part Number', 'Description 1', 'Description 2', 'On Hand Quantity', 'Minimum Quantity', and 'Supplier'. The Windows taskbar at the bottom shows the 'Start' button, several application icons, and the system clock at 3:25 PM.

OEM Number	Description 1	Description 2	Location	Supplier
0013404222	TELESCOPIC GUN			Wurth USA
00351101	ANHD VVWASH PHELKZN8X7/8			Wurth USA
003511011	MS PH PAN USS 10-24X1			Wurth USA
0035110114	MS PH PAN USS 10-24 1/4			Wurth USA
003511012	MS PH PAN USS 10-24X1/2			Wurth USA
003511034	MS PH PAN USS 10-24X3/4			Wurth USA
00351121	MS PH PAN USS 12-24X1			Wurth USA
0035112114	MS PH USS ZN 12-24X11/4			Wurth USA

RO Number	Claim Number	Customer Name	Insurance Company	Comment
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Part Number	Description 1	Description 2	On Hand Quantity	Minimum Quantity	Supplier
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Click on NEW. Give the PO a number or use the one already assigned and click SAVE



SIS 10

File Master Data ROs, Invoices, Purchasing, Tools Statistics and Reports Help

Purchase Orders and Receiving

PO No.: 10001
☐ Show Open And Closed RO's

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Print

Browse Parts

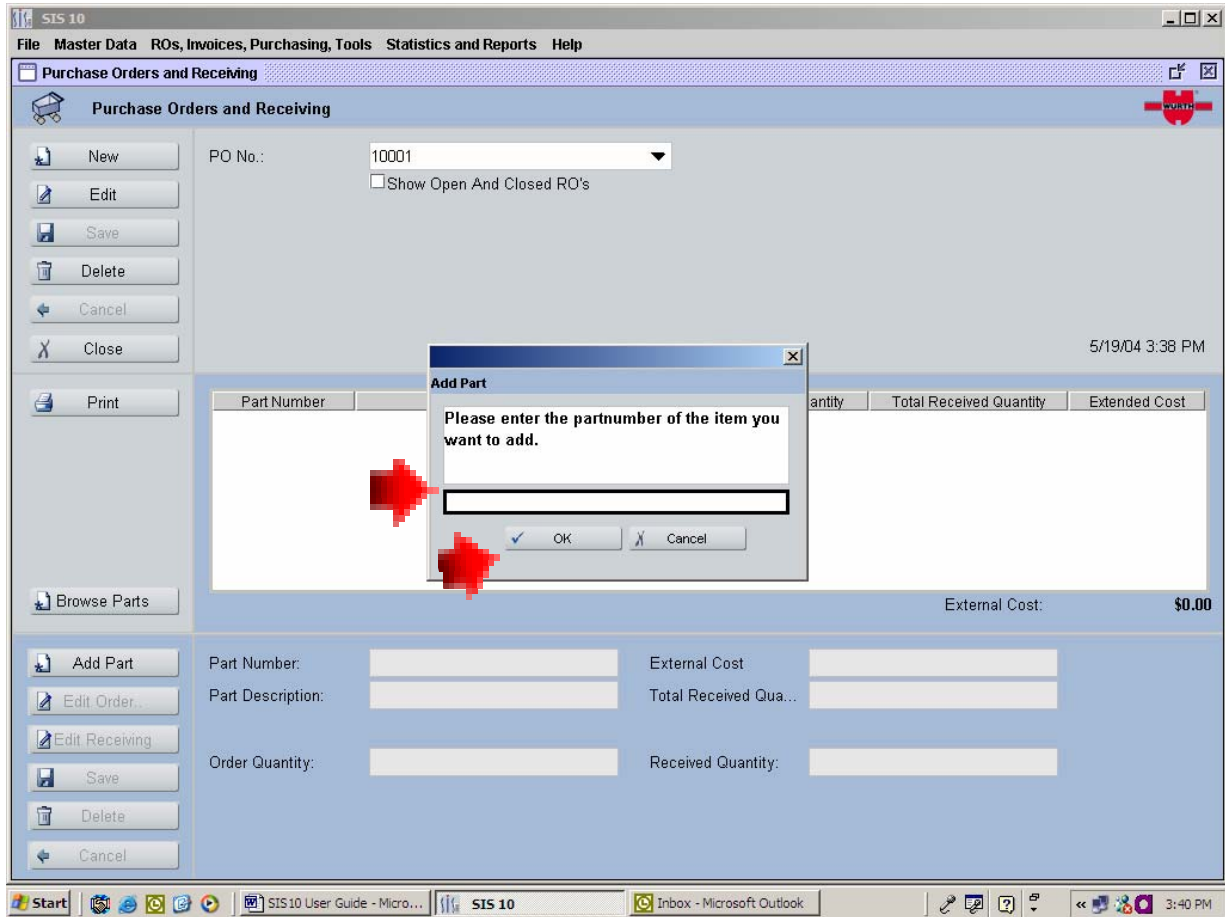
External Cost: \$0.00

Add Part
Edit Order..
Edit Receiving
Save
Delete
Cancel

Part Number: External Cost
Part Description: Total Received Qua...
Order Quantity: Received Quantity:

Start | SIS 10 User Guide - Micro... | SIS 10 | Inbox - Microsoft Outlook | 3:38 PM

Begin adding parts by either clicking on ADD PART, if you already know the part numbers, or by clicking on BROWSE PARTS, if you only have a partial number or name.




The ADD PART button will bring up a pop up screen. Add your part number and Click OK.

When you are done adding parts, Click on SAVE and PRINT if you wish to have a copy.

Print Preview

Print 100% Close

 **THE ASSEMBLY PROFESSIONALS**

Purchase Order

PO Number: 10001
PO Date: May 19, 2004
Supplier: Wurth USA
1486 E. Cedar Street
Ontario, CA 91761
USA

Part Number	Description	Order	Received	Extended Cost
007238214	USS HEX BT 3/8X2 1/4 GR D5	1.00	0.00	\$0.99
003511034	MS PH PAN USS 10-24X3/4	1.00	0.00	\$0.20
003511234	MS PH USS ZN 12-24X3/4	1.00	0.00	\$0.29
003511212	MS PH USS ZN 12-24X1/2	1.00	0.00	\$0.48
003511214	MS PH USS ZN 12-24X1 1/4	1.00	0.00	\$0.24
00351121	MS PH PAN USS 12-24X1	1.00	0.00	\$0.24
Total:				\$2.44

5/19/04 3:40 PM

Quantity	Total Received Quantity	Extended Cost
0.00		\$0.99
0.00		\$0.20
0.00		\$0.29
0.00		\$0.48
0.00		\$0.24
0.00		\$0.24

External Cost: **\$2.44**

Page 1 of 1 8.5 x 11.0 in

Cancel

Start SIS 10 User Guide - Micro... SIS 10 Inbox - Microsoft Outlook 3:49 PM

20. Receive Items to a Purchase Order.

Choose a PO# in the drop down menu

Purchase Orders and Receiving

PO No.: 10004

10001 - Wurth USA
10002
10003
10004

5/19/04 3:52 PM

Part Number	Description	Order Quantity	Total Received Quantity	Extended Cost
-------------	-------------	----------------	-------------------------	---------------

External Cost: \$0.00

Part Number: External Cost:

Part Description: Total Received Qua...:

Order Quantity: Received Quantity:

Click EDIT and click on a Part Number in the Grid. Click the Button Edit Receiving and enter in quantity' and click SAVE. When all items are received, the PO is considered Closed.

Purchase Orders and Receiving

PO No.: 10001
☐ Show Open And Closed RO's

5/19/04 3:40 PM

Part Number	Description	Order Quantity	Total Received Quantity	Extended Cost
007238214	USS HEX BT 3/8X2 1/4 GRD5	1.00	0.00	\$0.99
003511034	MS PH PAN USS 10-24X3/4	1.00	0.00	\$0.20
003511234	MS PH USS ZN 12-24X3/4	1.00	0.00	\$0.29
003511212	MS PH USS ZN 12-24X1/2	1.00	0.00	\$0.48
0035112114	MS PH USS ZN 12-24X11/4	1.00	0.00	\$0.24
00351121	MS PH PAN USS 12-24X1	1.00	0.00	\$0.24

External Cost: \$2.44

Part Number: 00351121 External Cost: \$0.24
Part Description: MS PH PAN USS 12-24X1 Total Received Qua... 0.00
Order Quantity: 1.00 Received Quantity: 0.00

Buttons: New, Edit, Save, Delete, Cancel, Close, Print, Browse Parts, Add Part, Edit Order..., Edit Receiving, Save, Delete, Cancel.

21. Tools

SIS 10 allows shops to track their tools. This feature is useful if a particular tool seems to disappear or is an expensive piece of equipment and needs to be kept well maintained.

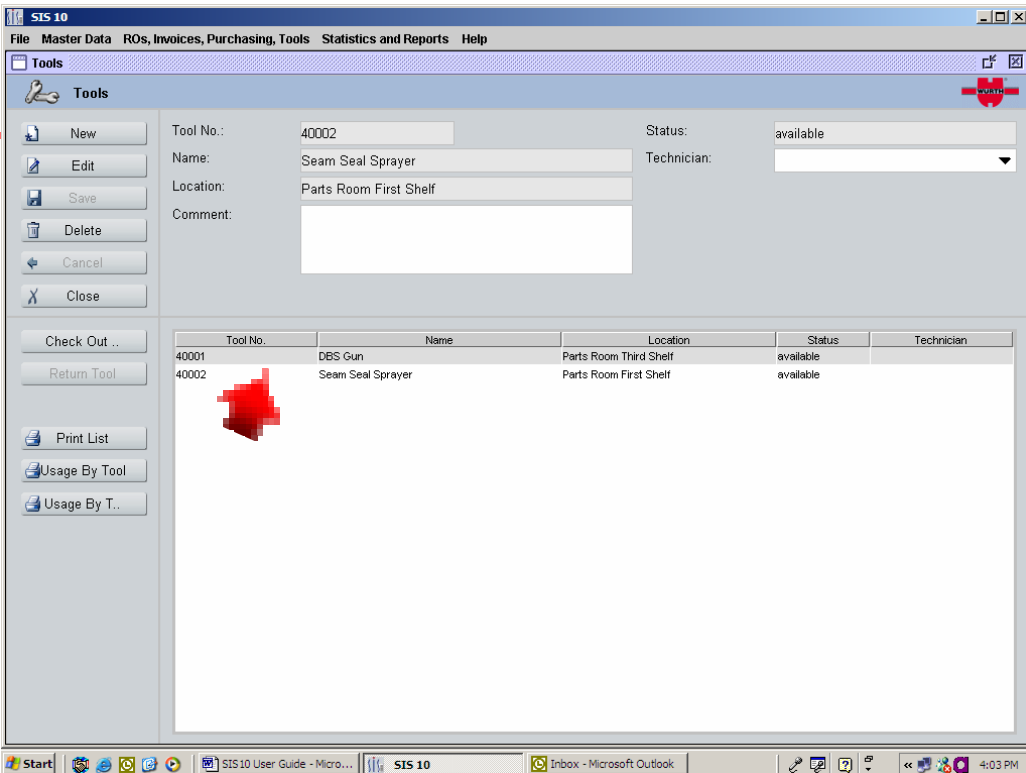
To get to the Tool Menu, click on the Heading ROs,Invoices,Purchasing,Tools and click on Tool Tracking.

The screenshot displays the SIS 10 software interface. The top menu bar includes 'File', 'Master Data', 'ROs, Invoices, Purchasing, Tools', 'Statistics and Reports', and 'Help'. The 'Tools' menu is open, showing options for 'Repair Orders and Invoices', 'Purchase Orders and Receiving', and 'Tool Tracking'. The 'Tool Tracking' option is selected, leading to a table of tools. The table has columns for 'OEM Number', 'Description 1', 'Description 2', 'Location', and 'Supplier'. The tools listed are:

OEM Number	Description 1	Description 2	Location	Supplier
0013404222	TELESCOPIC GUN			Wurth USA
00351101	* ANHD VAWASH PHBLKZN8X7/8			Wurth USA
003511011	MS PH PAN USS 10-24X1			Wurth USA
0035110114	MS PH PAN USS 10-24 1/4			Wurth USA
003511012	MS PH PAN USS 10-24X1/2			Wurth USA
003511034	MS PH PAN USS 10-24X3/4			Wurth USA
00351121	MS PH PAN USS 12-24X1			Wurth USA
0035112114	MS PH USS ZN 12-24X11/4			Wurth USA

Below the table, there are buttons for 'Search', 'Get Price', 'Prior 100', and 'Next 100'. A 'Quick Price Check' section includes fields for 'Part Number', 'Quantity' (set to 1), 'Price', and 'Retail Price'. The 'Repair Orders and Invoices' section has a table with columns for 'RO Number', 'Claim Number', 'Customer Name', 'Insurance Company', and 'Comment'. The 'Parts Below Minimum Quantity' section has a table with columns for 'Part Number', 'Description 1', 'Description 2', 'On Hand Quantity', 'Minimum Quantity', and 'Supplier'. The bottom of the screen shows the Windows taskbar with the Start button, several application icons, and the system clock showing 4:02 PM.

Click the NEW button and begin entering your information. You can enter in the location of the tool and the comment section gives you another place to enter any information that is important about the tool.



The screenshot shows the 'SIS 10' application window with a menu bar (File, Master Data, ROS, Invoices, Purchasing, Tools, Statistics and Reports, Help) and a toolbar. The 'Tools' section is active, displaying a form for adding or editing a tool. A red arrow points to the 'New' button. The form fields are as follows:

Field	Value
Tool No.:	40002
Name:	Seam Seal Sprayer
Location:	Parts Room First Shelf
Status:	available
Technician:	
Comment:	

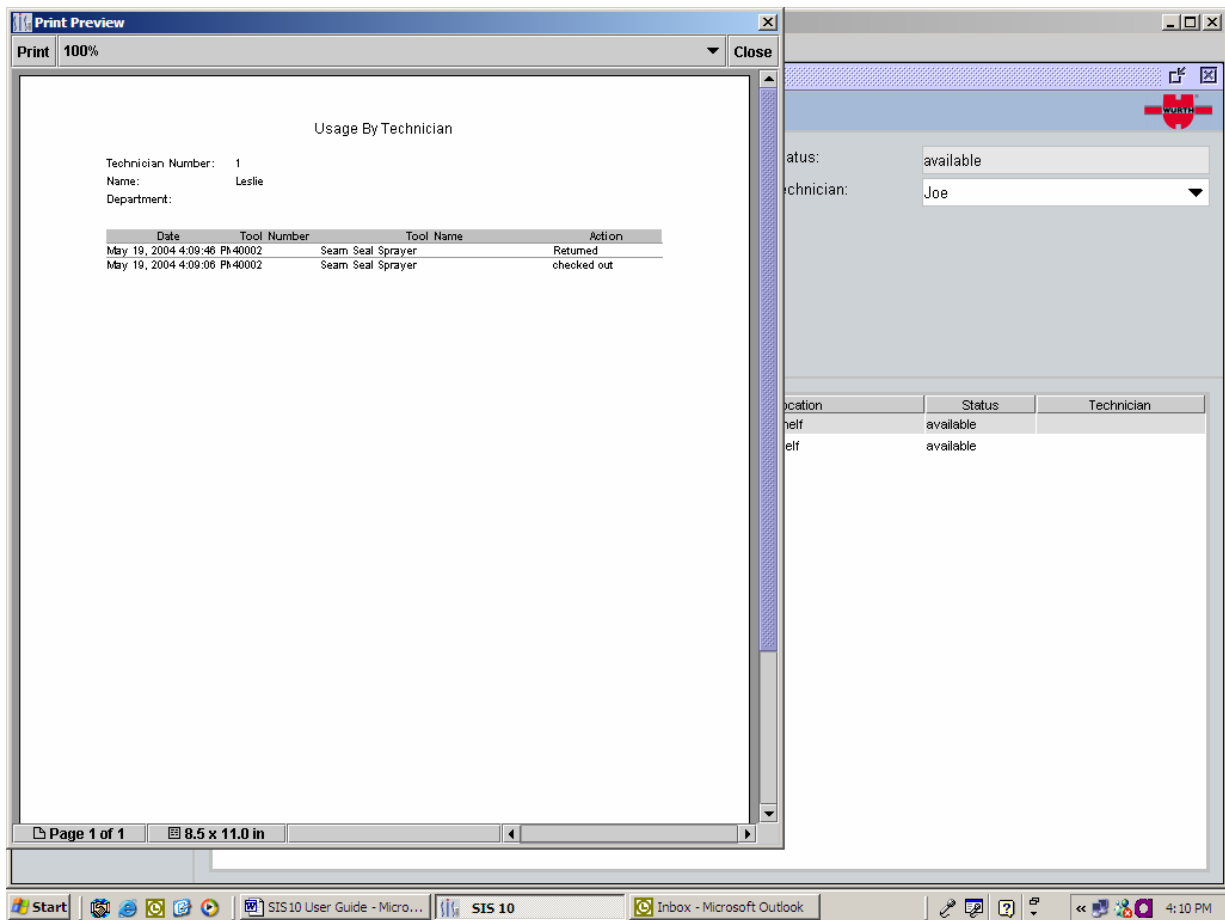
Below the form is a table listing tools:

Tool No.	Name	Location	Status	Technician
40001	DBS Gun	Parts Room Third Shelf	available	
40002	Seam Seal Sprayer	Parts Room First Shelf	available	

On the left side of the window, there are buttons for 'Check Out ..', 'Return Tool', 'Print List', 'Usage By Tool', and 'Usage By T..'. A red arrow points to the 'Check Out ..' button.

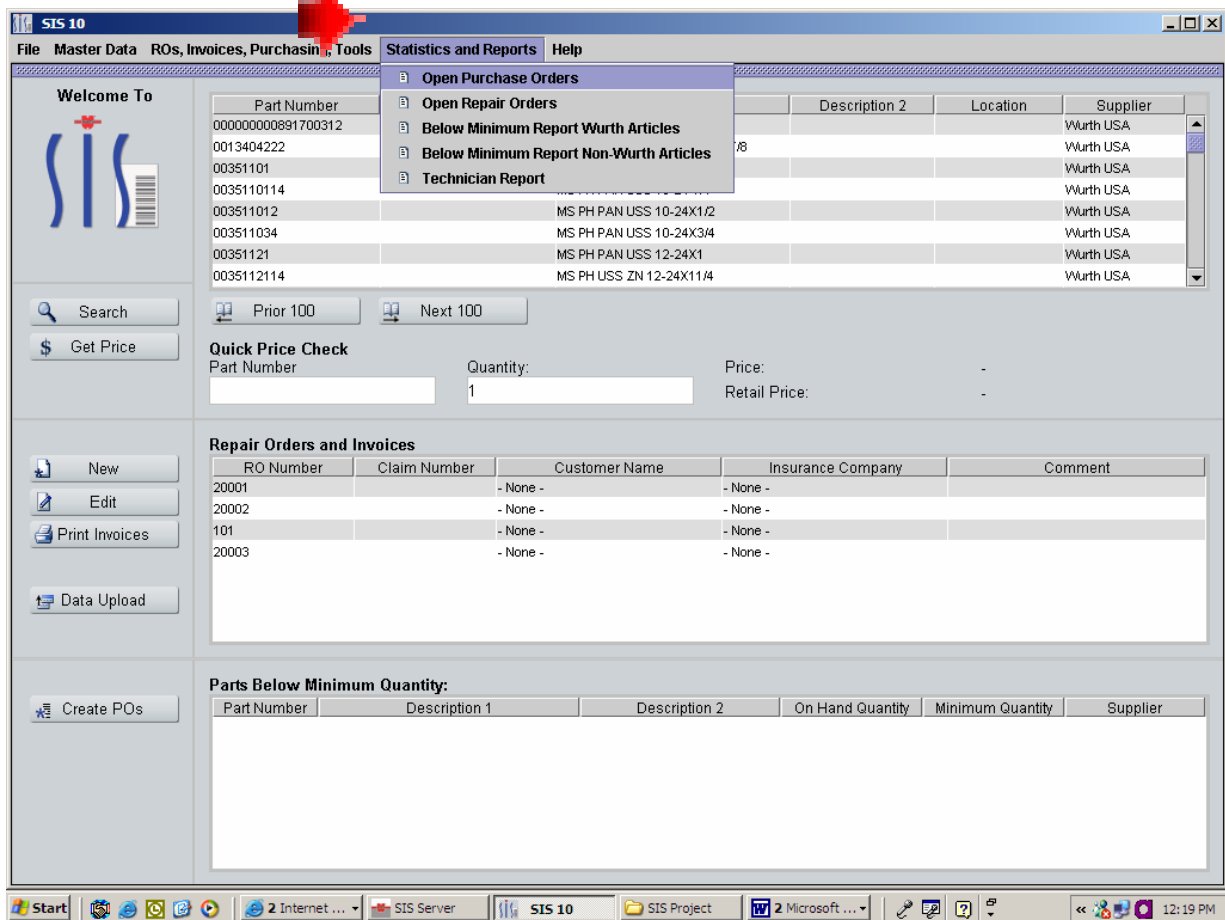
You can check out a tool simply by clicking on the tool you select from the grid and click on the button CHECK OUT. To check in a tool, click on the tool from the grid and click on RETURN TOOL. Be sure to choose the shop technician when checking in and out tools.

Reports can be run from the TOOLS menu. You can print a list of your tools, a history of the tools usage and a history of tools by technician. This can be useful in deciding what tools need to be purchased or replaced.



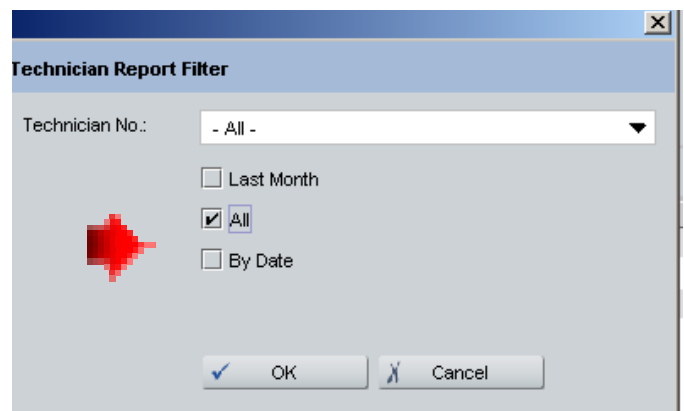
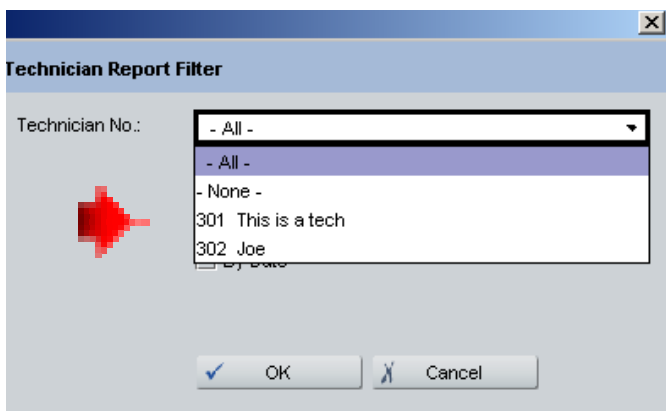
22. Statistics and Reports

From this menu, lists of Open Purchase Order, Open Repair Orders, Below Minimum Quantity reports, and Technician Reports can be printed.



By Selecting Open Purchase Order, Open Repair Orders, Below Minimum Quantity reports, these reports will automatically send a report to the printer without a Print Preview.

The Technician Report gives you options to print by ALL Techs or Individual Techs and it gives you the option to choose which time frame you would like to review.




The Technician Report will give you all the Repair Order numbers and each line item the tech has scanned or entered in the given time frame. The report will also show the Gross Profit Dollars and Gross Profit percentage that this technician has generated.

Print Preview

Print 100%

Close



THE ASSEMBLY PROFESSIONALS


Technician Report

Technician Number 301

Name This is a tech

Department - None -

RO Number	Part Number	Description	Supplier	Quantity	Cost	Sell Price
20001	927	A Part	This is a supplier	1.00	\$1.00	\$2.00
20002	1720990089	9096 CRYSTAL BLUE	Wurth USA	4.00	\$12.28	\$98.04
20002	07201111	H1 12V-55W HALOGEN (841	Wurth USA	2.00	\$6.34	\$25.34
20002	104758	P-HD SCR JAPM CYCLE 5X	Wurth USA	10.00	\$0.20	\$4.08
101	0502151	TIESTRAP BLACK 4.8X275 (1	Wurth USA	20.00	\$0.20	\$8.16
101	104758	P-HD SCR JAPM CYCLE 5X	Wurth USA	10.00	\$0.20	\$4.08
101	07201111	H1 12V-55W HALOGEN (841	Wurth USA	1.00	\$6.34	\$12.67
Total					\$154.37	
Gross Profit					\$77.18	
Gross Profit					50.00 %	



Supplier	Sell Price
This is a supplier	\$2.00
Wurth USA	\$152.37

Description 2	Location	Supplier
		Wurth USA
		Wurth USA
		Wurth USA
		Wurth USA
		Wurth USA
		Wurth USA
		Wurth USA
		Wurth USA

Insurance Company

Comment

On Hand Quantity	Minimum Quantity	Supplier

Page 1 of 1

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Start

2 Inter...

SIS Server

SIS 10

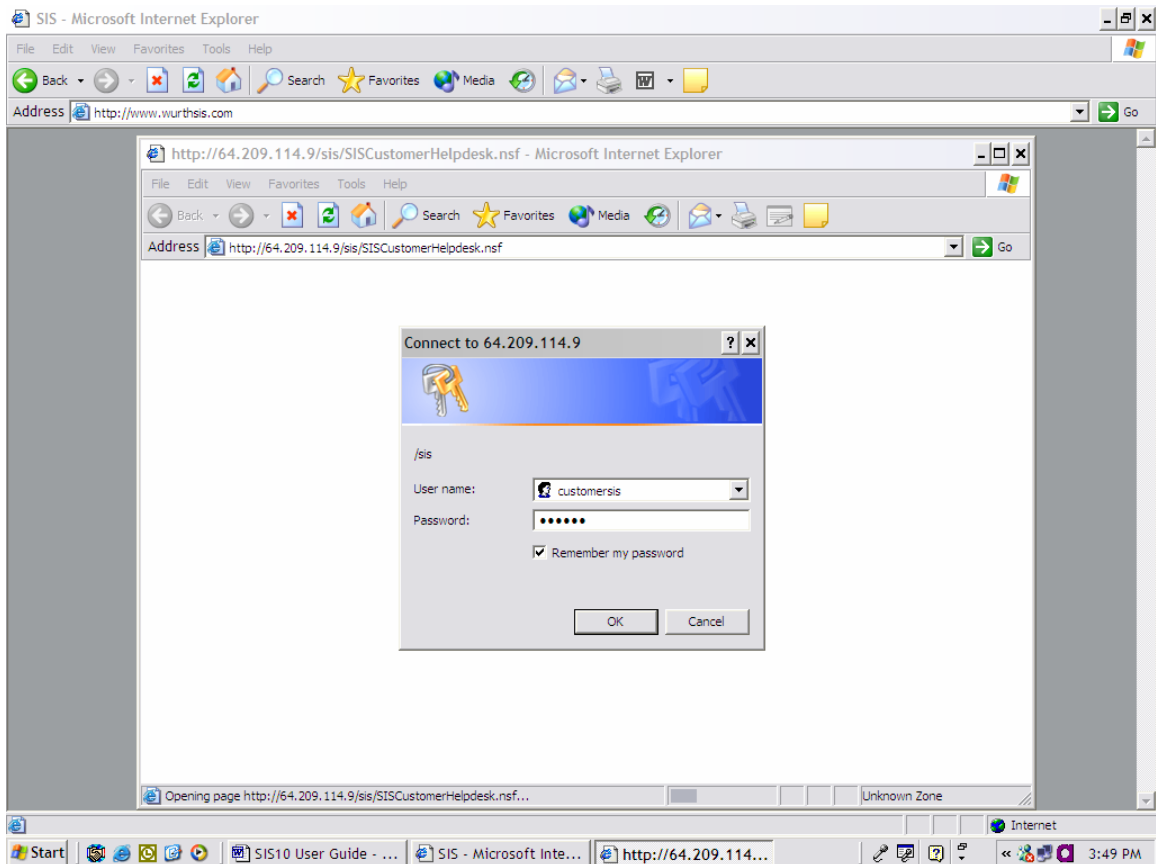
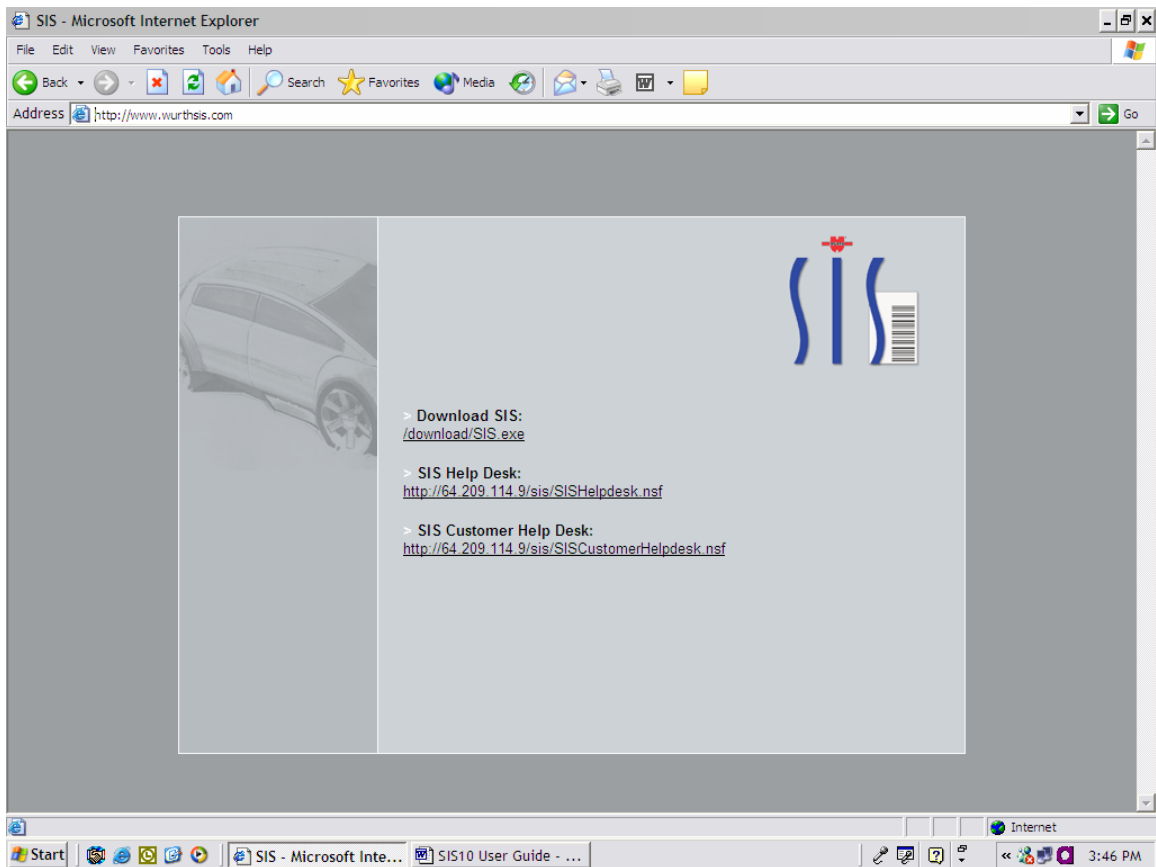
SIS Project

2 Micro...

(Unsave...

12:28 PM

23. Customer Help Desk on the Internet



The password the customer help desk is SISR10. This will allow the customer to post questions regarding the SIS 10 Software. The SIS Team constantly monitors this site.

24. Trouble Shooting

1. Scanner Errors

- a. Screen popped up with tech#, barcode, quantity and RO. Why?
- b. Scanner said "Communication error" Possible reasons are:
 - i. Part not found. Check the inventory to see if the part is in the system. If not in inventory add the part. Then manually add the part back to the RO.
 - ii. Check barcode – Is it old? If so replace it. Create a new Barcode using the SIS 10 software and Avery Labels.
 - iii. Check technician – Is tech set up in the software? If not, add the tech. TECHS MUST BE SET UP FIRST BEFORE USING THE SOFTWARE

2. Out of range

- a. Try scanning again closer to cradle

3. The update didn't work

- a. Is the computer connected to the Internet?
- b. Is the software registered? If not, go to File Register. See the Installation Instructions available from WURTHSIS.COM or as part of the User Guide.
- c. Is the client number correct and all fields filled in? Call 800-864-6561 for help with registration or updating the software.

4. There is an RO in the list on the main screen that doesn't correspond to a RO number in the shop

- a. Did the shop tech enter wrong number? If so, follow these steps:
 - i. Print out RO (not invoices)
 - ii. Delete RO
 - iii. Find out which parts belong to which RO
 - iv. Add parts to correct RO